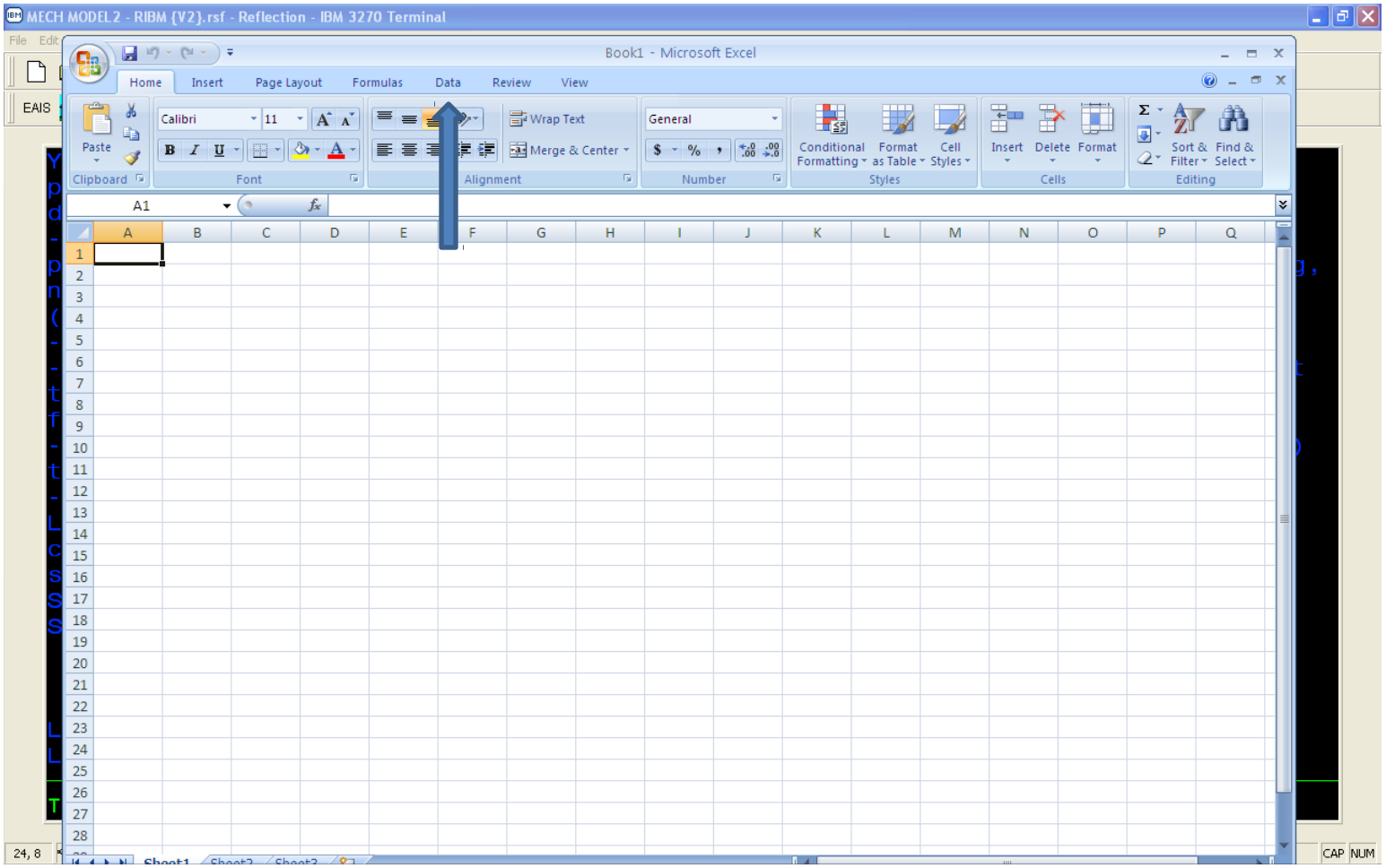
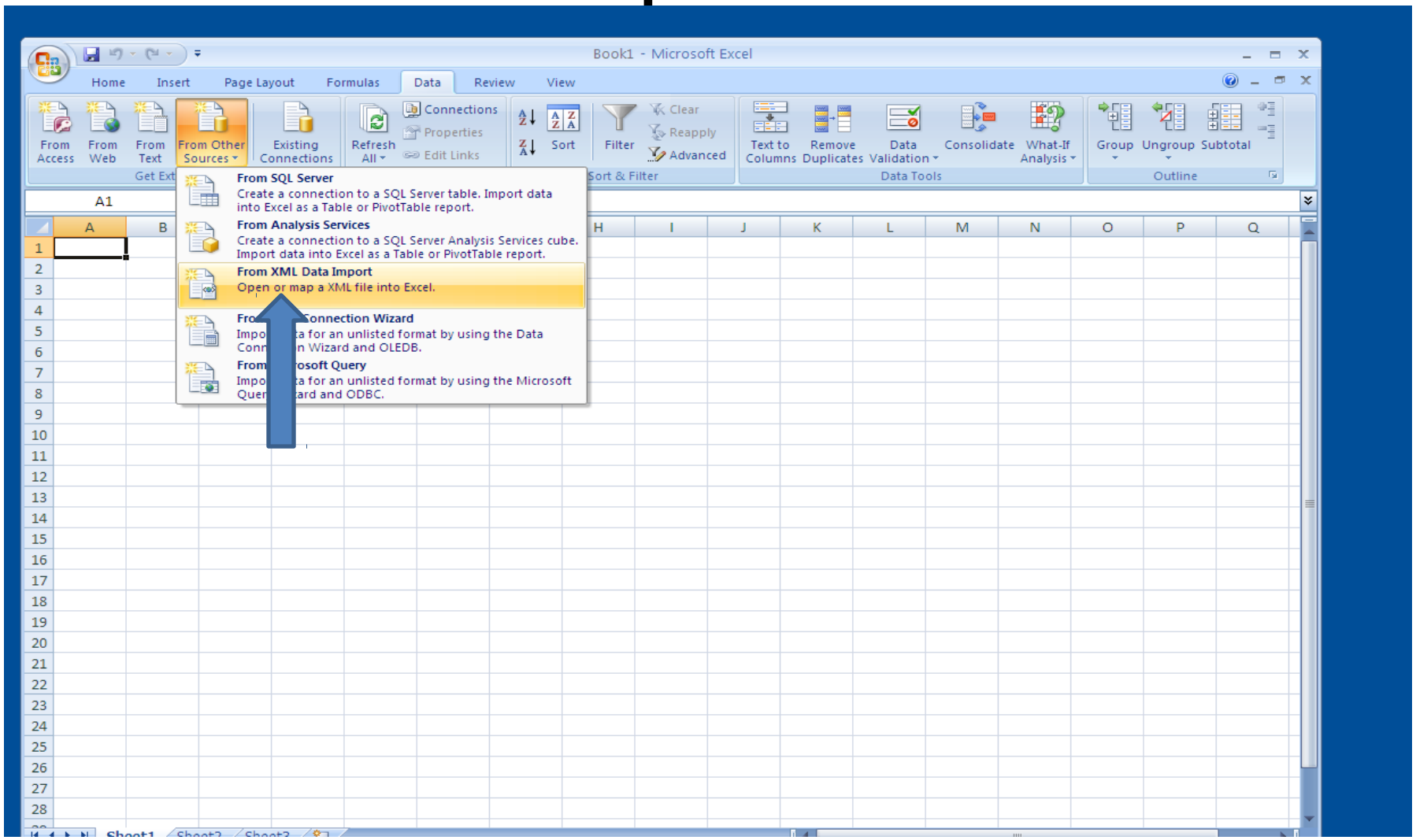
Building a Sanitized UPC E-mail Notification List

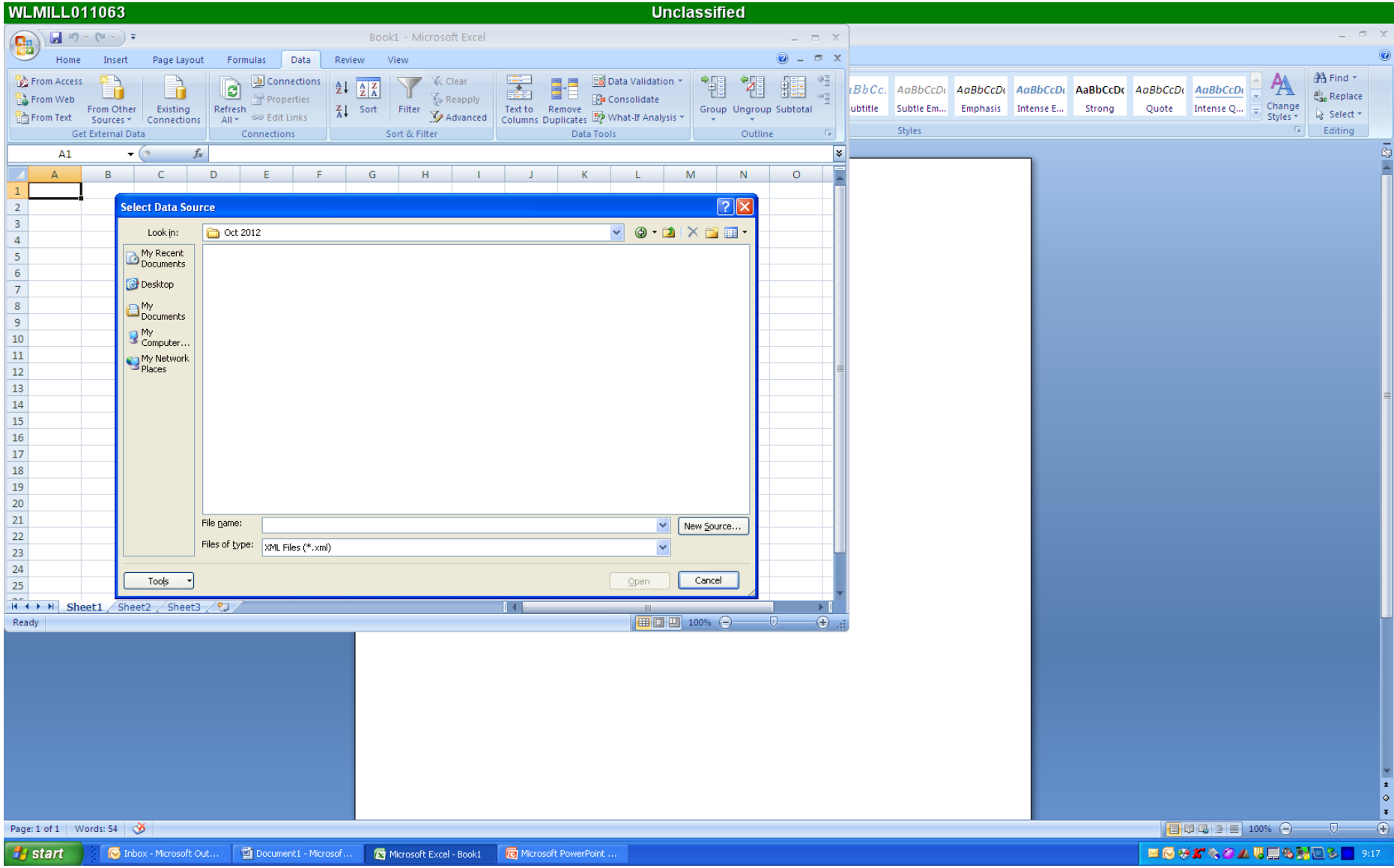
Open EXCEL workbook and open Data Tab



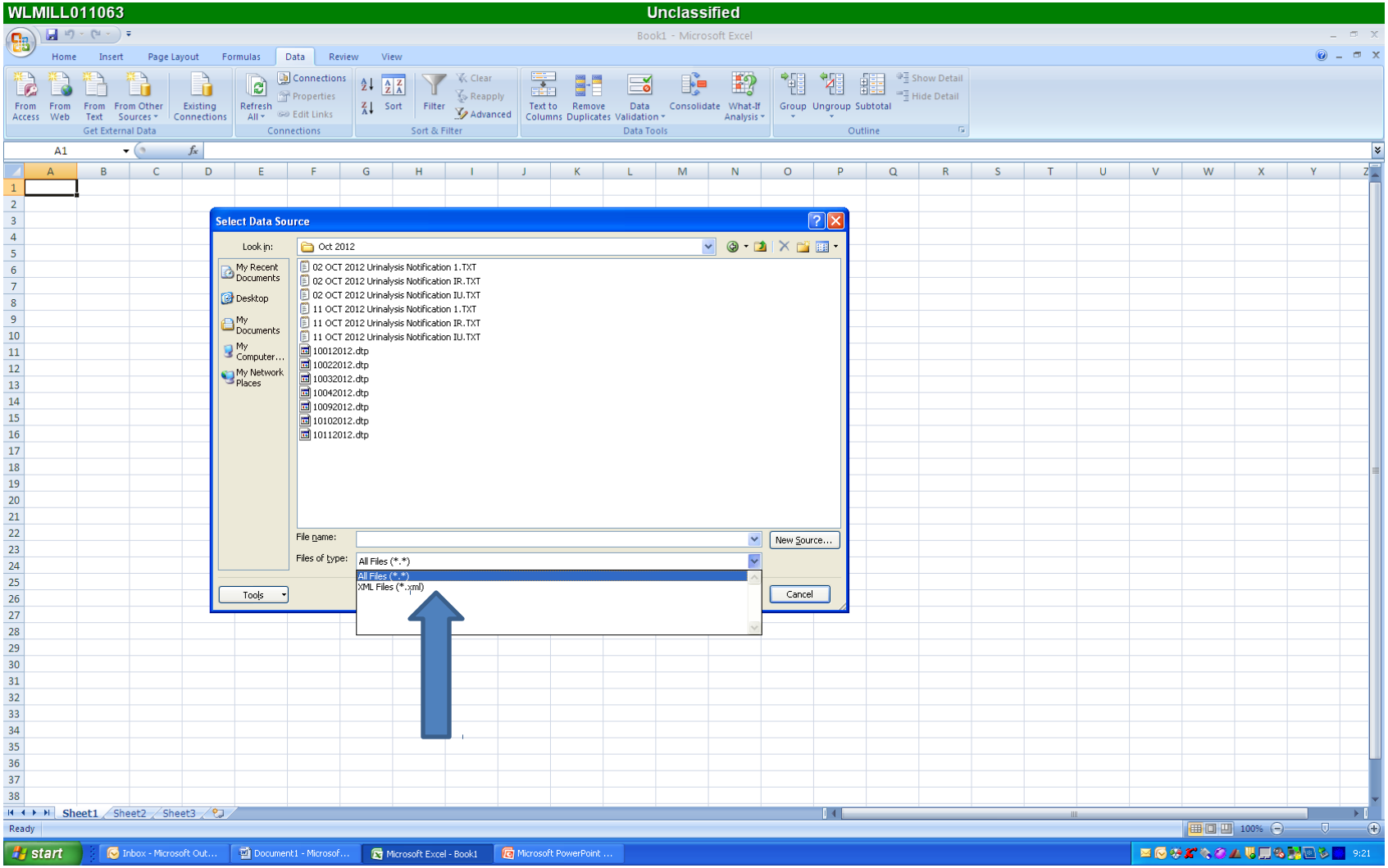
Select From XLM Data Import



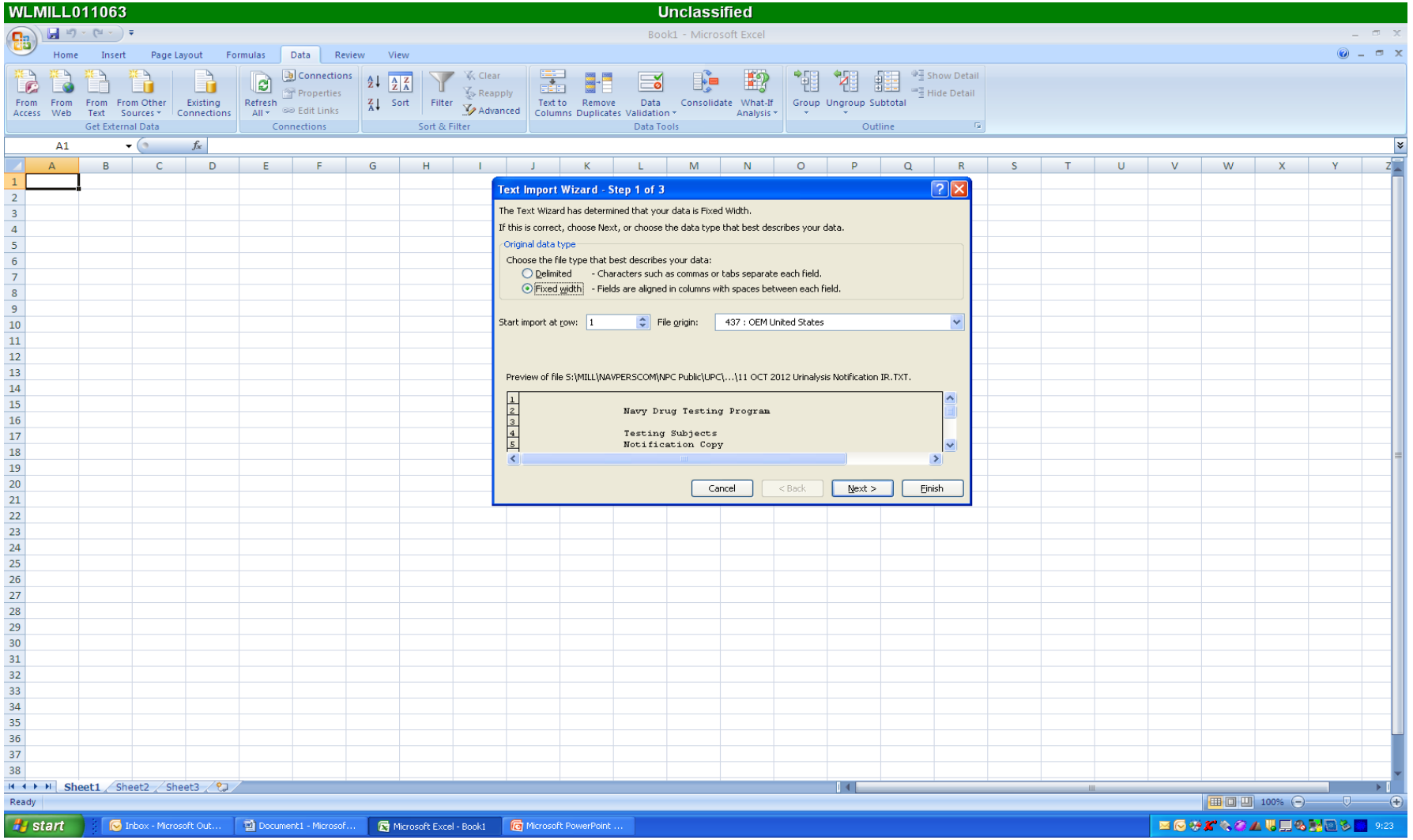
First Find File Location path for Un-scrubbed UPC Notification List. Note that the file you are looking for is not displayed.



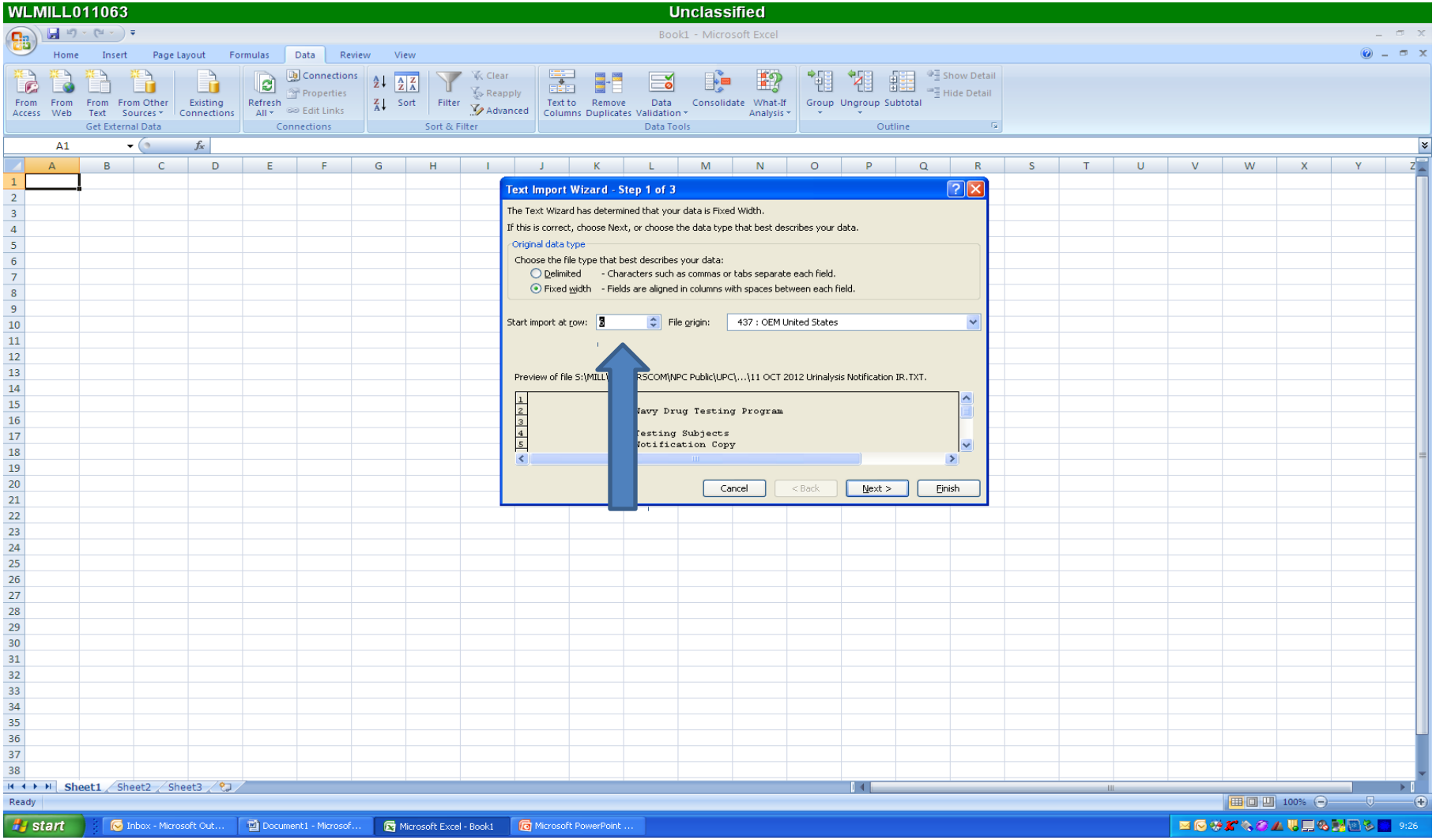
On Drop down for “Files of Type”; Select All Files to display UPC Notification List



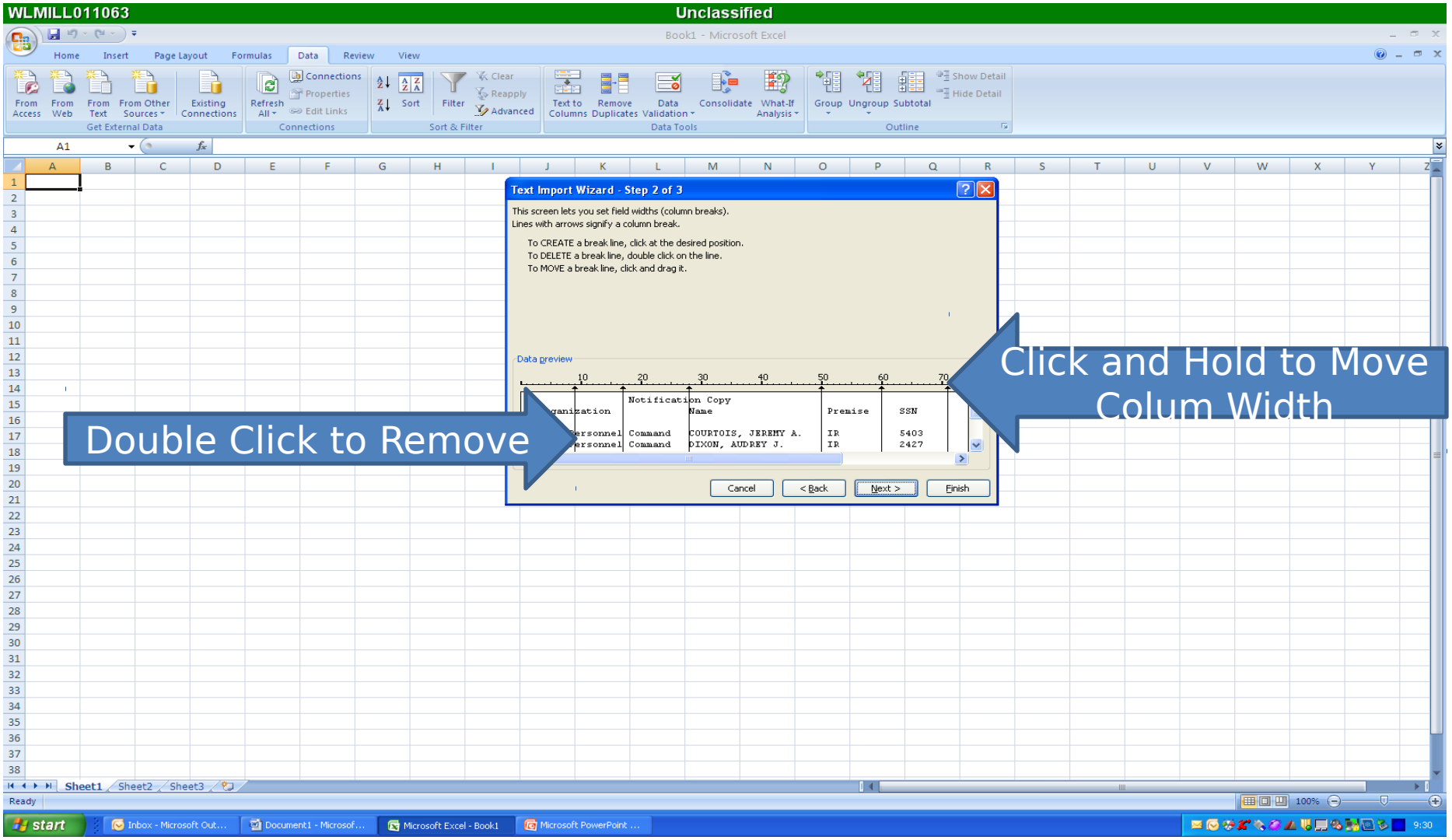
Select File you want to Scrub


WLMILL011063
Unclassified
Book1 - Microsoft Excel
Text Import Wizard - Step 1 of 3
The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.
Original data type
Choose the file type that best describes your data:
Delimited - Characters such as commas or tabs separate each field.
Fixed width - Fields are aligned in columns with spaces between each field.
Start import at row: 1
File origin: 437 : OEM United States
Preview of file S:\MILL\NAVPERSCOM\NPC Public\UPC\...\11 OCT 2012 Urinalysis Notification IR.TXT.
Navy Drug Testing Program
Testing Subjects
Notification Copy
Cancel
< Back
Next >
Finish
Sheet1
Sheet2
Sheet3
Ready
start

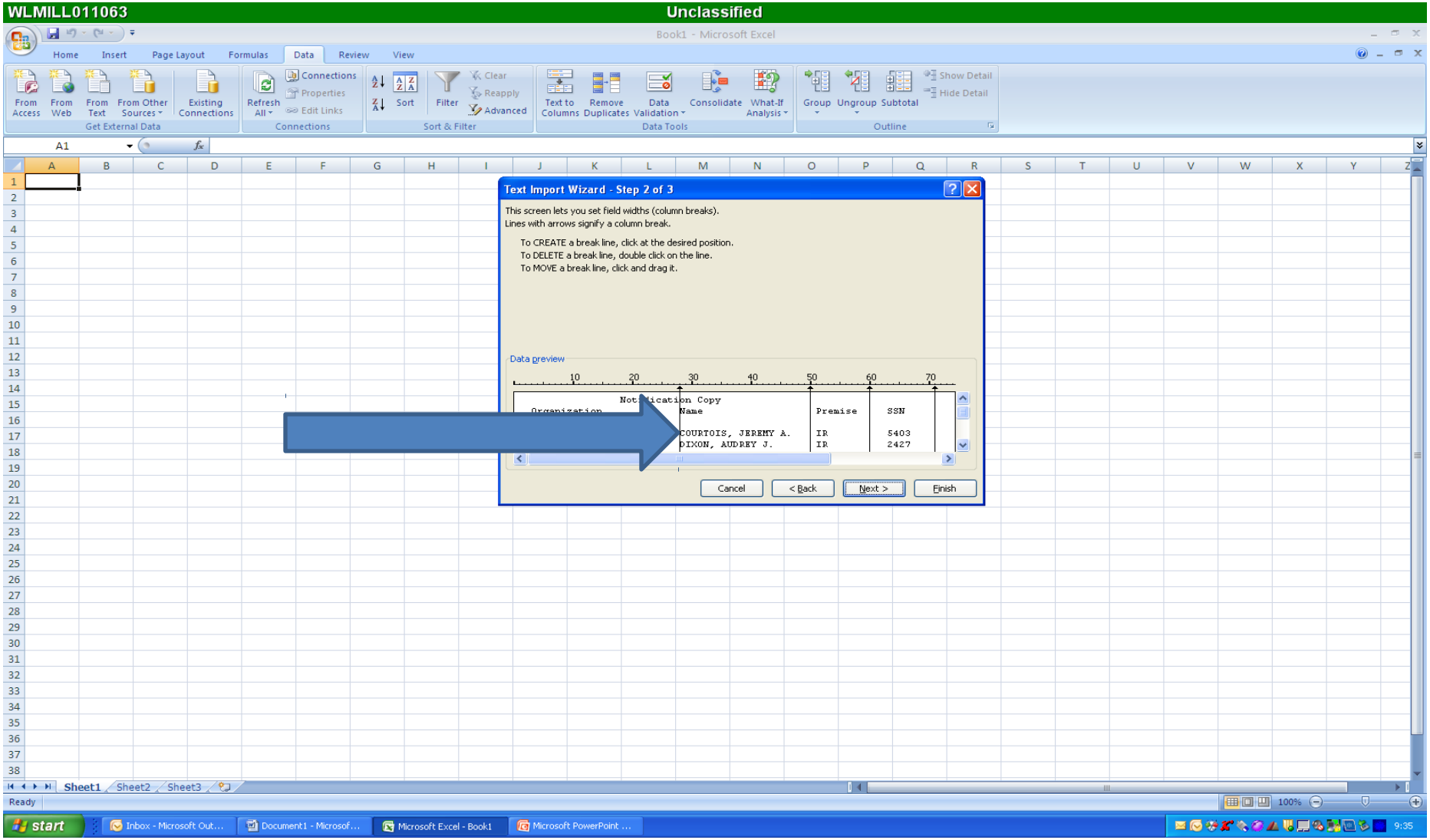
Used Fixed With and Begin Import Line at 6 and click next


WLMILL011063
Unclassified
Book1 - Microsoft Excel
Text Import Wizard - Step 1 of 3
The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.
Original data type
Choose the file type that best describes your data:
Delimited - Characters such as commas or tabs separate each field.
Fixed width - Fields are aligned in columns with spaces between each field.
Start import at row: 3
File origin: 437 : OEM United States
Preview of file S:\MILL\...RSCOM\NPC Public\UPC\...\11 OCT 2012 Urinalysis Notification IR.TXT.
Navy Drug Testing Program
Testing Subjects
Notification Copy
Cancel
< Back
Next >
Finish
Sheet1
Sheet2
Sheet3
Ready
start

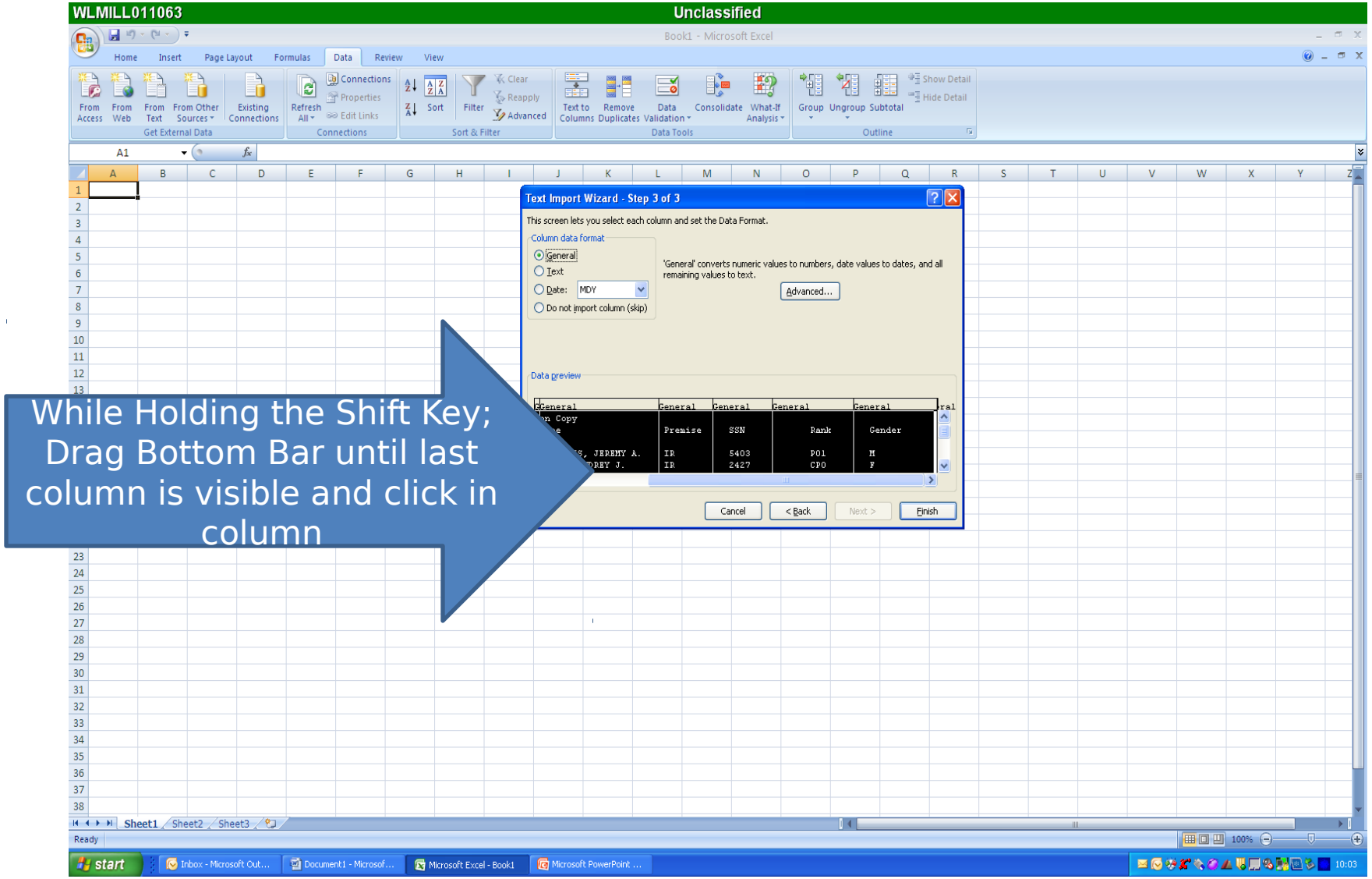
To remove excess lines, simply double click to remove or drag lines from top arrow to set column width



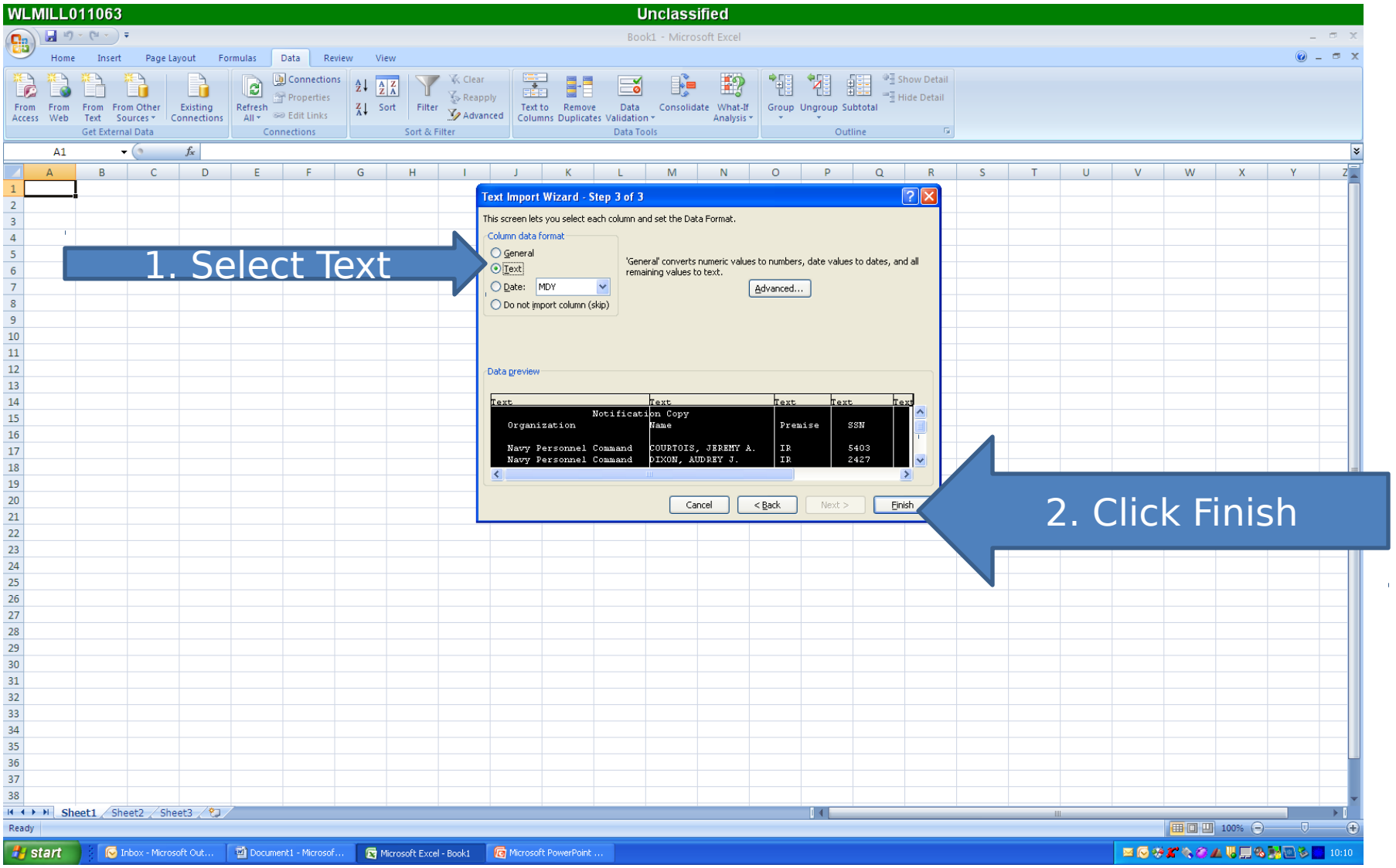
Remove Break Lines to Name and click next



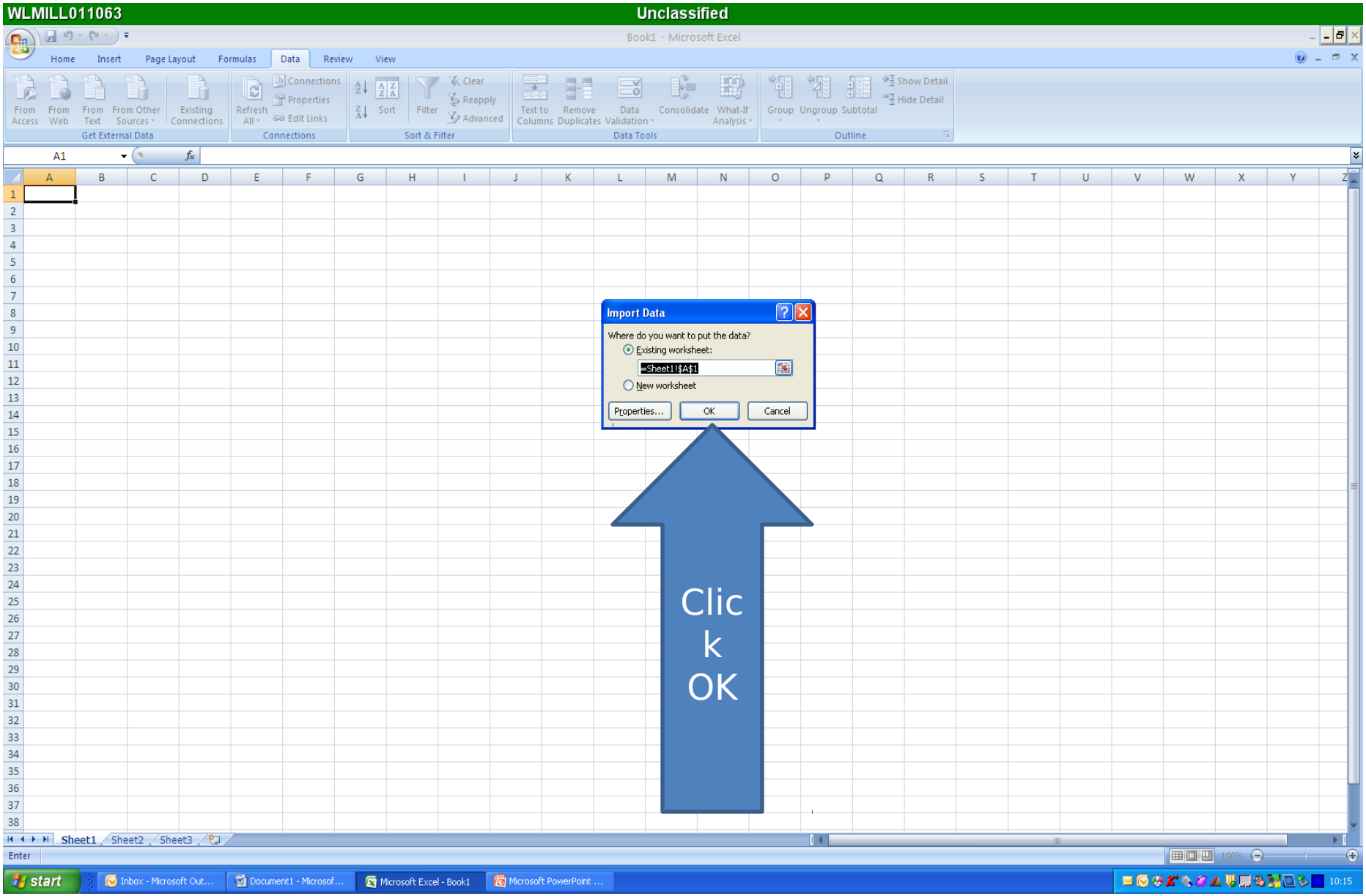
Only the first Colum will be Shaded; Hold the SHIFT Key and Drag the menu Bar until the last column is visible and click inside. All Columns should now be shaded.



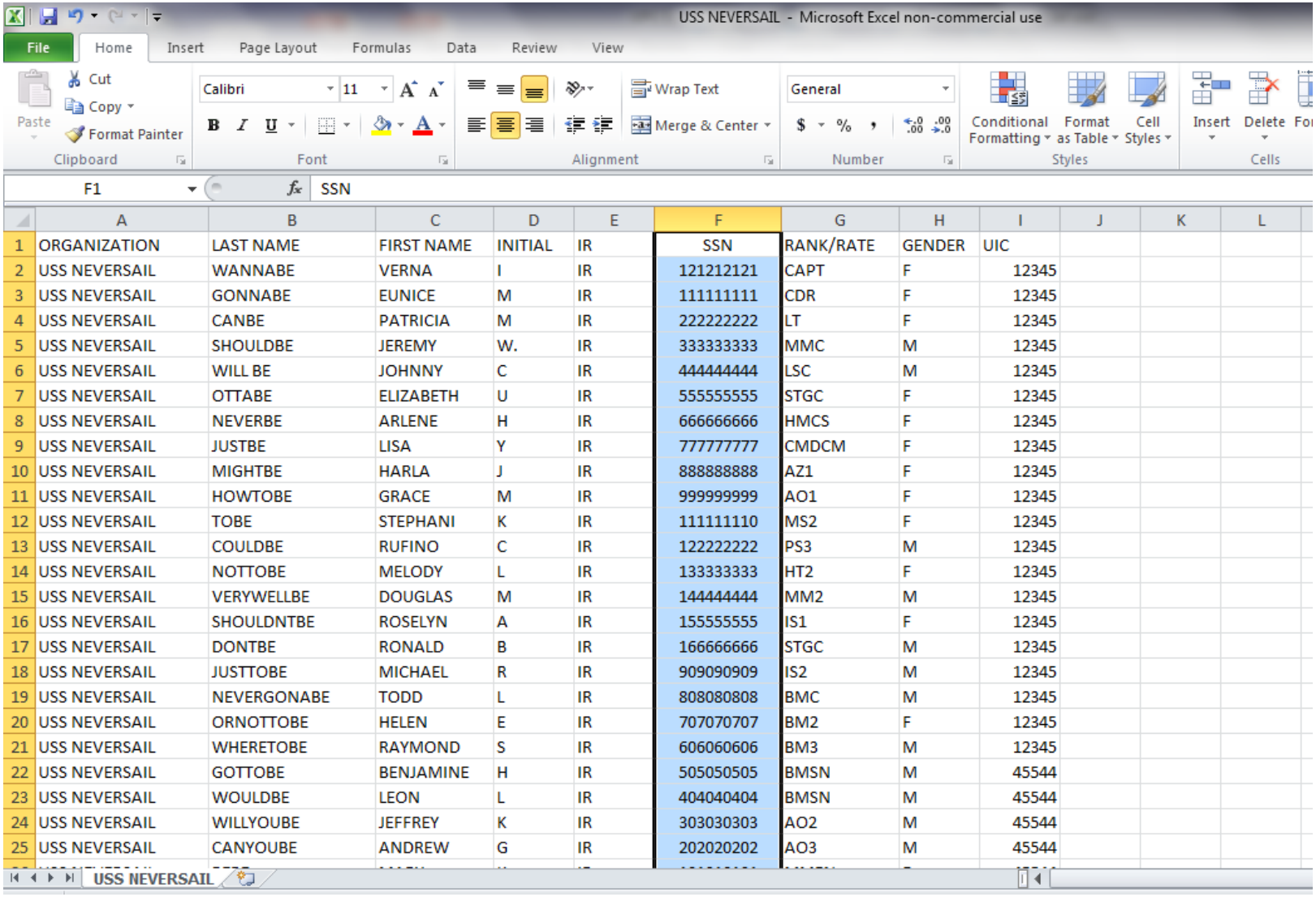
Select Text for Column data format and click next.



Click OK and the EXCEL Spread Sheet is now populated with UPC Data

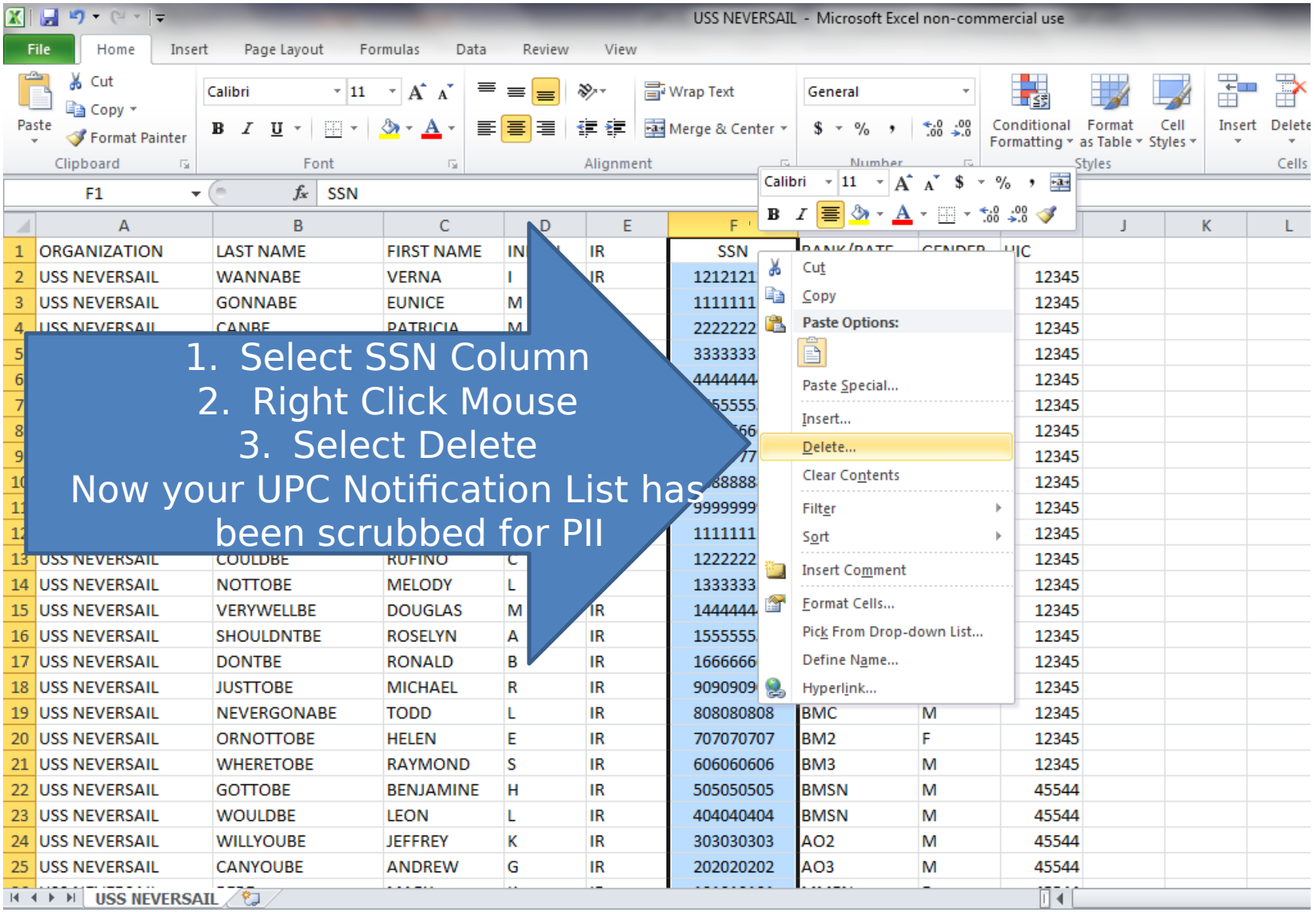


You now have an EXCEL Sheet with Organization, Name, Premise code, Last 4 of SSN, Rank, and Gender.

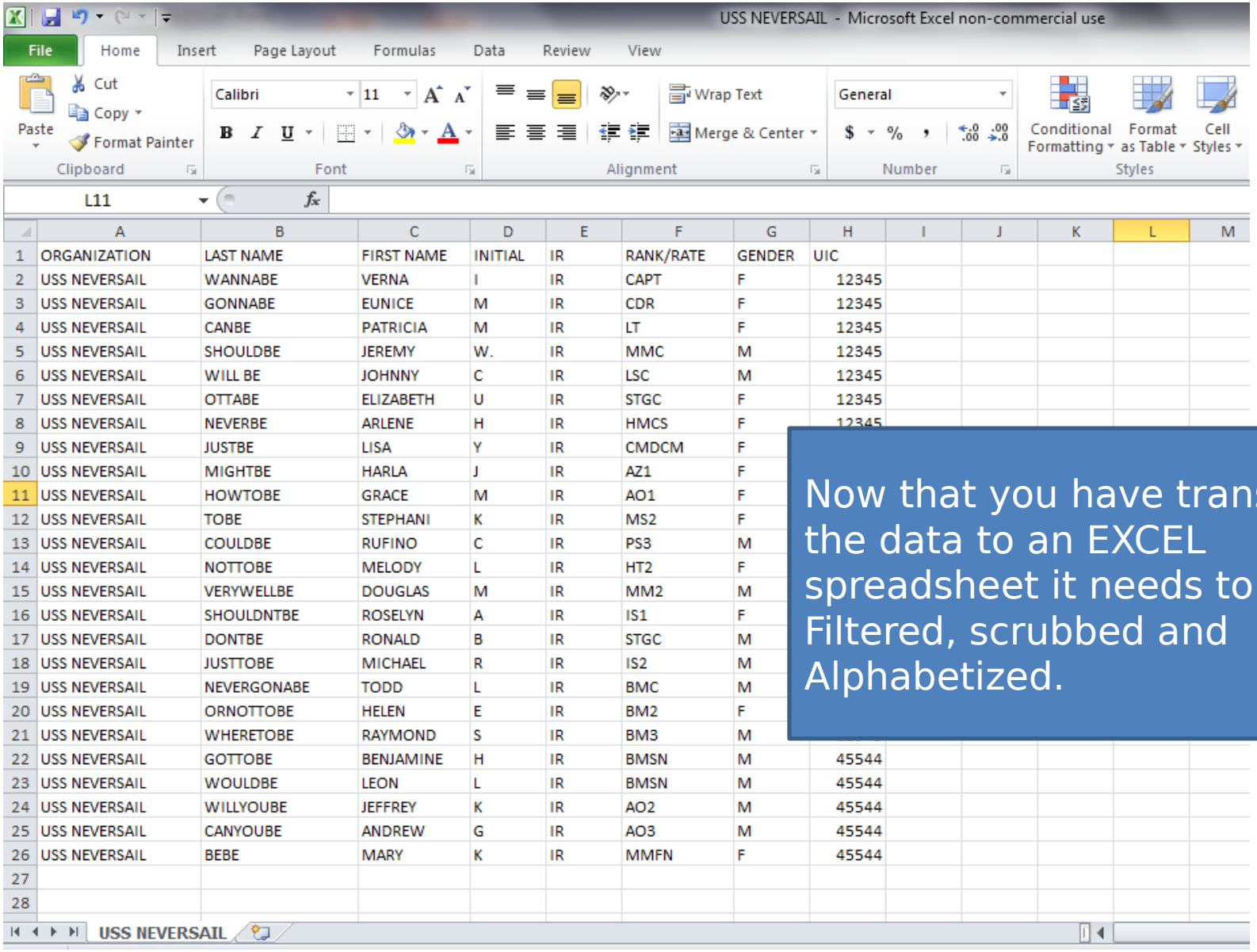


	A	B	C	D	E	F	G	H	I	J	K	L
1	ORGANIZATION	LAST NAME	FIRST NAME	INITIAL	IR	SSN	RANK/RATE	GENDER	UIC			
2	USS NEVERSAIL	WANNABE	VERNA	I	IR	121212121	CAPT	F	12345			
3	USS NEVERSAIL	GONNABE	EUNICE	M	IR	111111111	CDR	F	12345			
4	USS NEVERSAIL	CANBE	PATRICIA	M	IR	222222222	LT	F	12345			
5	USS NEVERSAIL	SHOULDBE	JEREMY	W.	IR	333333333	MMC	M	12345			
6	USS NEVERSAIL	WILL BE	JOHNNY	C	IR	444444444	LSC	M	12345			
7	USS NEVERSAIL	OTTABE	ELIZABETH	U	IR	555555555	STGC	F	12345			
8	USS NEVERSAIL	NEVERBE	ARLENE	H	IR	666666666	HMCS	F	12345			
9	USS NEVERSAIL	JUSTBE	LISA	Y	IR	777777777	CMDCM	F	12345			
10	USS NEVERSAIL	MIGHTBE	HARLA	J	IR	888888888	AZ1	F	12345			
11	USS NEVERSAIL	HOWTOBE	GRACE	M	IR	999999999	AO1	F	12345			
12	USS NEVERSAIL	TOBE	STEPHANI	K	IR	111111110	MS2	F	12345			
13	USS NEVERSAIL	COULDBE	RUFINO	C	IR	122222222	PS3	M	12345			
14	USS NEVERSAIL	NOTTOBE	MELODY	L	IR	133333333	HT2	F	12345			
15	USS NEVERSAIL	VERYWELLBE	DOUGLAS	M	IR	144444444	MM2	M	12345			
16	USS NEVERSAIL	SHOULDNTBE	ROSELYN	A	IR	155555555	IS1	F	12345			
17	USS NEVERSAIL	DONTBE	RONALD	B	IR	166666666	STGC	M	12345			
18	USS NEVERSAIL	JUSTTOBE	MICHAEL	R	IR	909090909	IS2	M	12345			
19	USS NEVERSAIL	NEVERGONABE	TODD	L	IR	808080808	BMC	M	12345			
20	USS NEVERSAIL	ORNOTTOBE	HELEN	E	IR	707070707	BM2	F	12345			
21	USS NEVERSAIL	WHERETOBE	RAYMOND	S	IR	606060606	BM3	M	12345			
22	USS NEVERSAIL	GOTTOBE	BENJAMINE	H	IR	505050505	BMSN	M	45544			
23	USS NEVERSAIL	WOULDBE	LEON	L	IR	404040404	BMSN	M	45544			
24	USS NEVERSAIL	WILLYOUBE	JEFFREY	K	IR	303030303	AO2	M	45544			
25	USS NEVERSAIL	CANYOUBE	ANDREW	G	IR	202020202	AO3	M	45544			

Scrub For PII of SSN



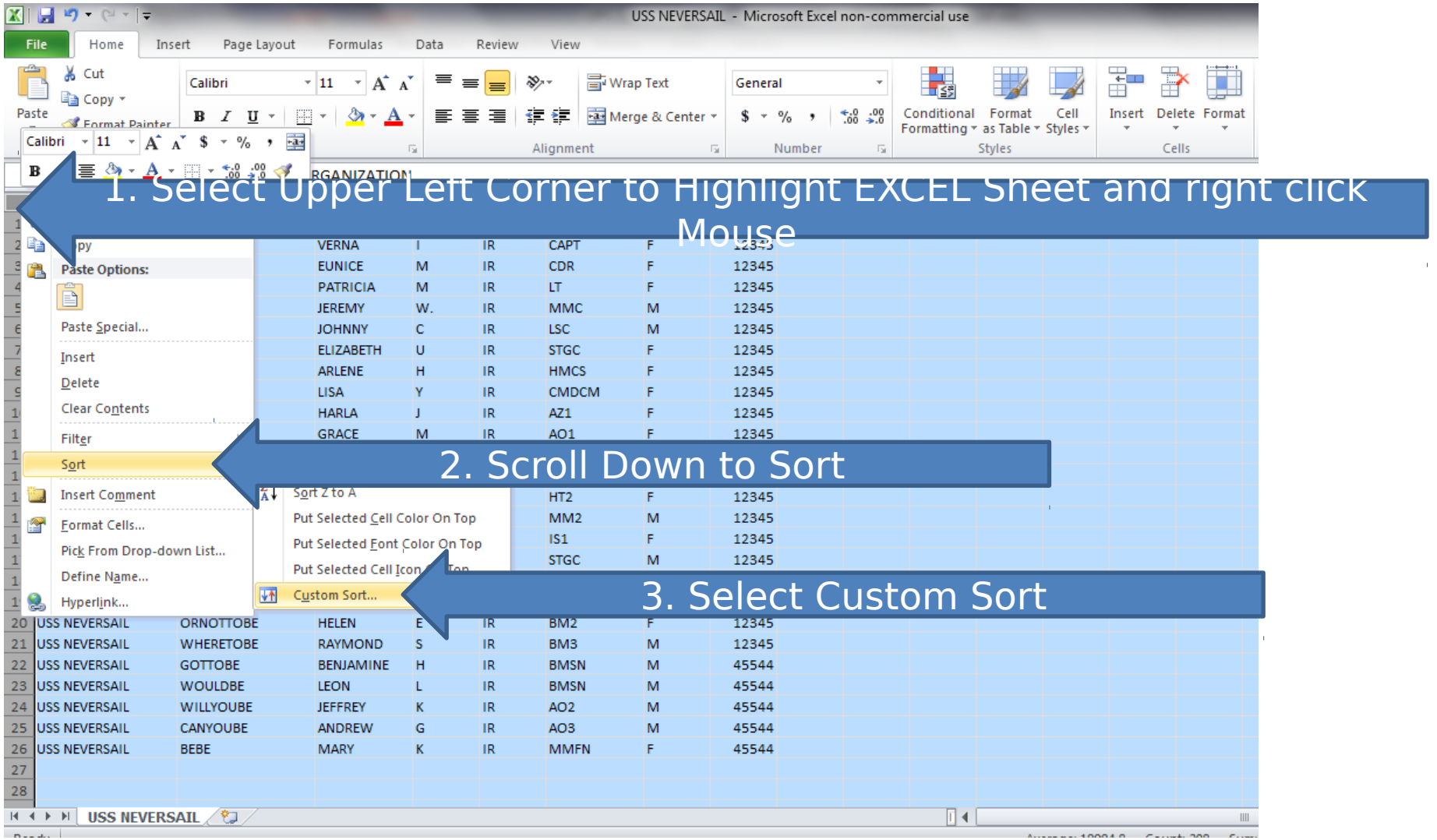
Sanitized Copy



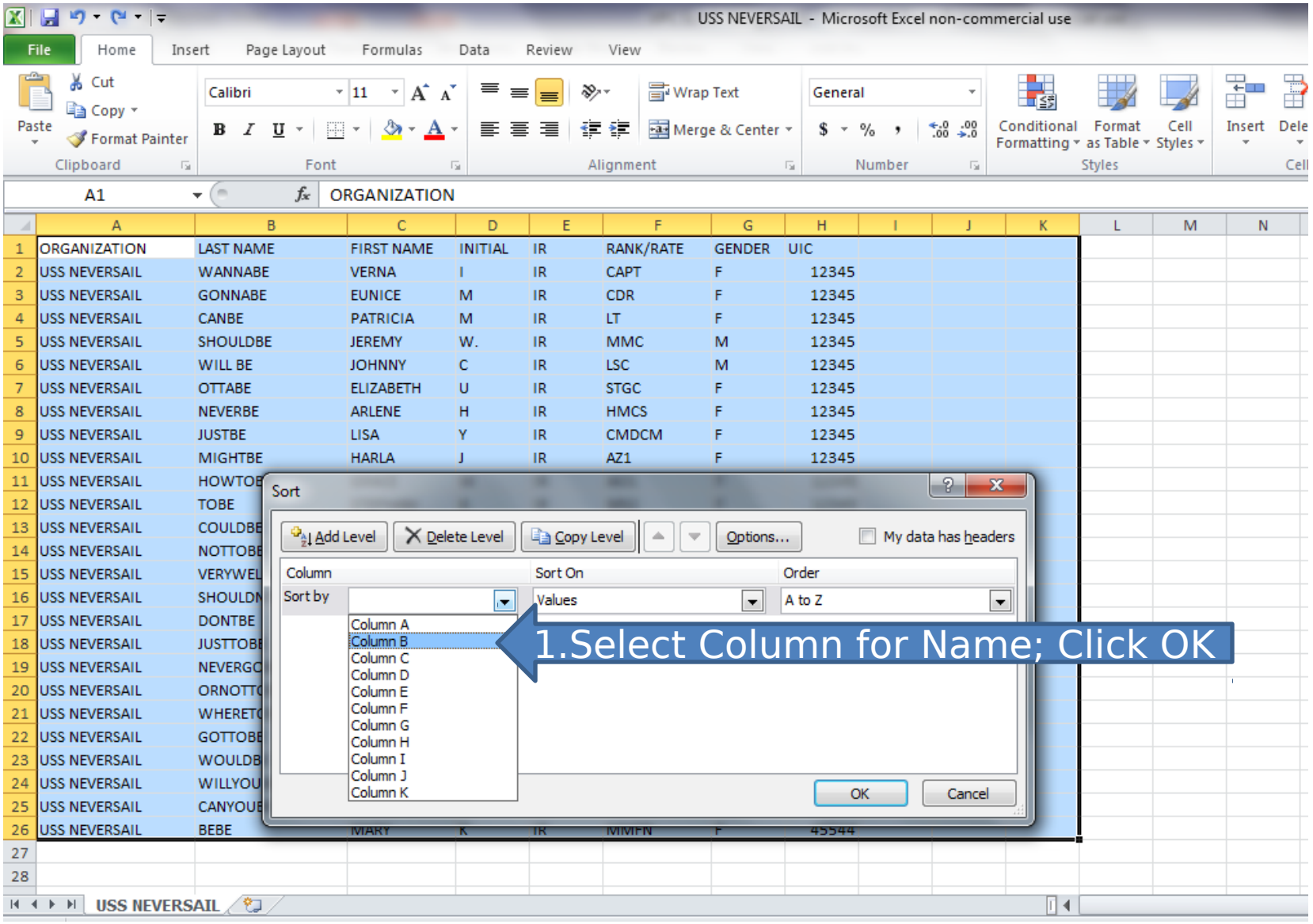
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ORGANIZATION	LAST NAME	FIRST NAME	INITIAL	IR	RANK/RATE	GENDER	UIC					
2	USS NEVERSAIL	WANNABE	VERNA	I	IR	CAPT	F	12345					
3	USS NEVERSAIL	GONNABE	EUNICE	M	IR	CDR	F	12345					
4	USS NEVERSAIL	CANBE	PATRICIA	M	IR	LT	F	12345					
5	USS NEVERSAIL	SHOULDBE	JEREMY	W.	IR	MMC	M	12345					
6	USS NEVERSAIL	WILL BE	JOHNNY	C	IR	LSC	M	12345					
7	USS NEVERSAIL	OTTABE	ELIZABETH	U	IR	STGC	F	12345					
8	USS NEVERSAIL	NEVERBE	ARLENE	H	IR	HMCS	F	12345					
9	USS NEVERSAIL	JUSTBE	LISA	Y	IR	CMDCM	F						
10	USS NEVERSAIL	MIGHTBE	HARLA	J	IR	AZ1	F						
11	USS NEVERSAIL	HOWTOBE	GRACE	M	IR	AO1	F						
12	USS NEVERSAIL	TOBE	STEPHANI	K	IR	MS2	F						
13	USS NEVERSAIL	COULDBE	RUFINO	C	IR	PS3	M						
14	USS NEVERSAIL	NOTTOBE	MELODY	L	IR	HT2	F						
15	USS NEVERSAIL	VERYWELLBE	DOUGLAS	M	IR	MM2	M						
16	USS NEVERSAIL	SHOULDNTBE	ROSELYN	A	IR	IS1	F						
17	USS NEVERSAIL	DONTBE	RONALD	B	IR	STGC	M						
18	USS NEVERSAIL	JUSTTOBE	MICHAEL	R	IR	IS2	M						
19	USS NEVERSAIL	NEVERGONABE	TODD	L	IR	BMC	M						
20	USS NEVERSAIL	ORNOTTOBE	HELEN	E	IR	BM2	F						
21	USS NEVERSAIL	WHERETOBE	RAYMOND	S	IR	BM3	M						
22	USS NEVERSAIL	GOTTOBE	BENJAMINE	H	IR	BMSN	M	45544					
23	USS NEVERSAIL	WOULDBE	LEON	L	IR	BMSN	M	45544					
24	USS NEVERSAIL	WILLYOUBE	JEFFREY	K	IR	AO2	M	45544					
25	USS NEVERSAIL	CANYOUBE	ANDREW	G	IR	AO3	M	45544					
26	USS NEVERSAIL	BEBE	MARY	K	IR	MMFN	F	45544					
27													
28													

Now that you have transferred the data to an EXCEL spreadsheet it needs to be Filtered, scrubbed and Alphabetized.

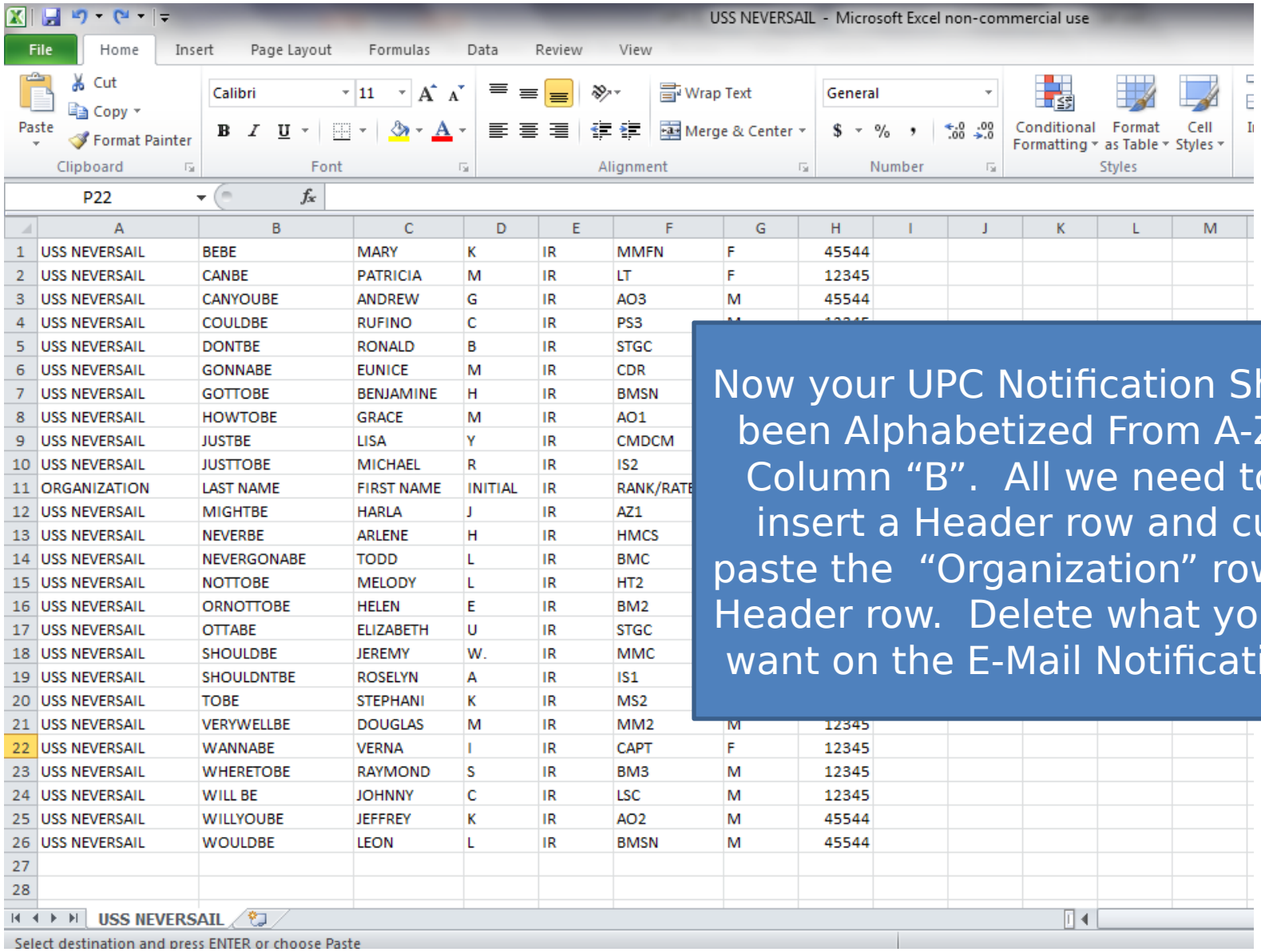
Filtering


USS NEVERSAIL - Microsoft Excel non-commercial use
1. Select Upper Left Corner to Highlight EXCEL Sheet and right click Mouse
2. Scroll Down to Sort
3. Select Custom Sort
Paste Options:
Paste Special...
Insert
Delete
Clear Contents
Filter
Sort
Insert Comment
Format Cells...
Pick From Drop-down List...
Define Name...
Hyperlink...
Sort Z to A
Put Selected Cell Color On Top
Put Selected Font Color On Top
Custom Sort...
USS NEVERSAIL

How to Alphabetize A-Z and Filter



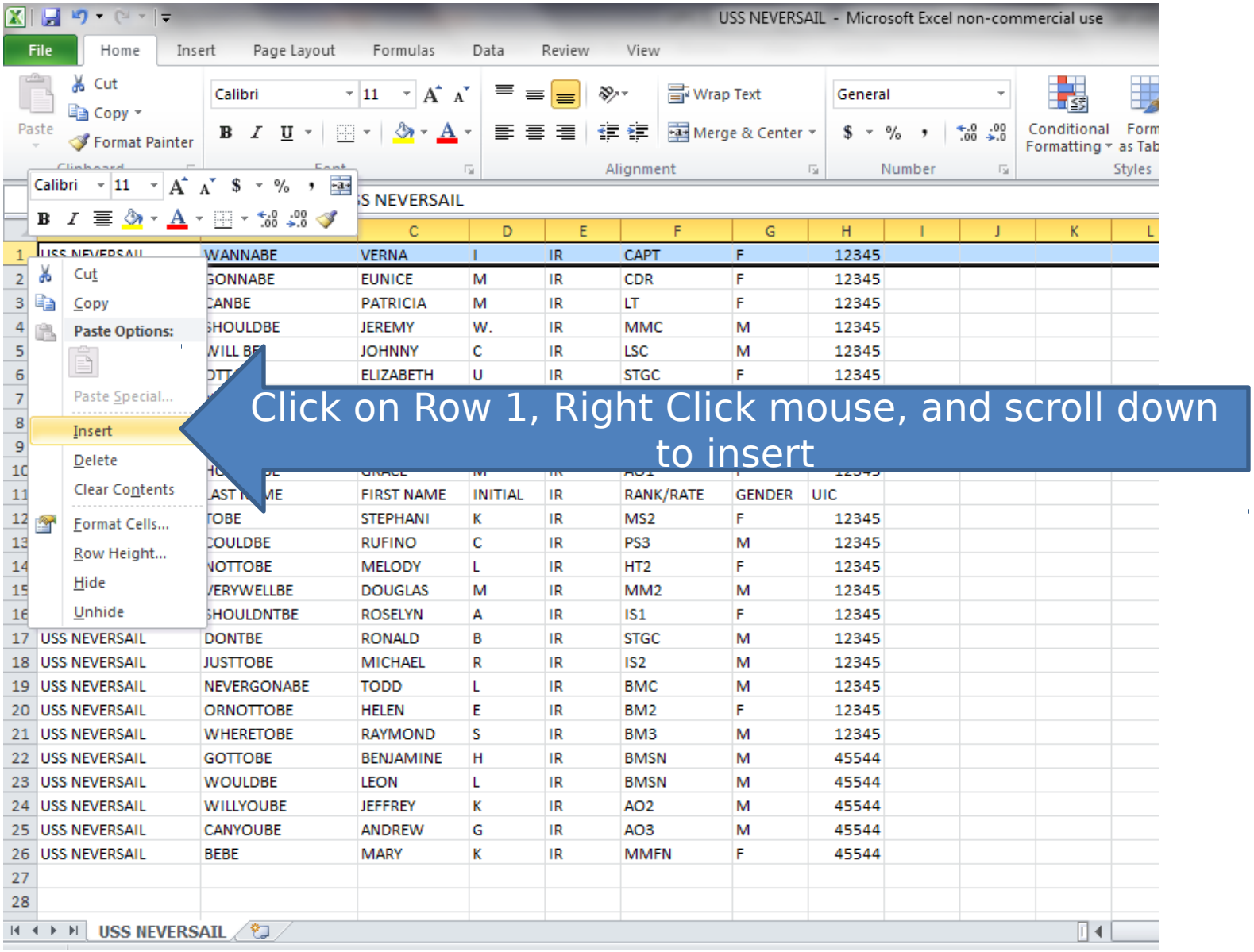
You are Almost Done!



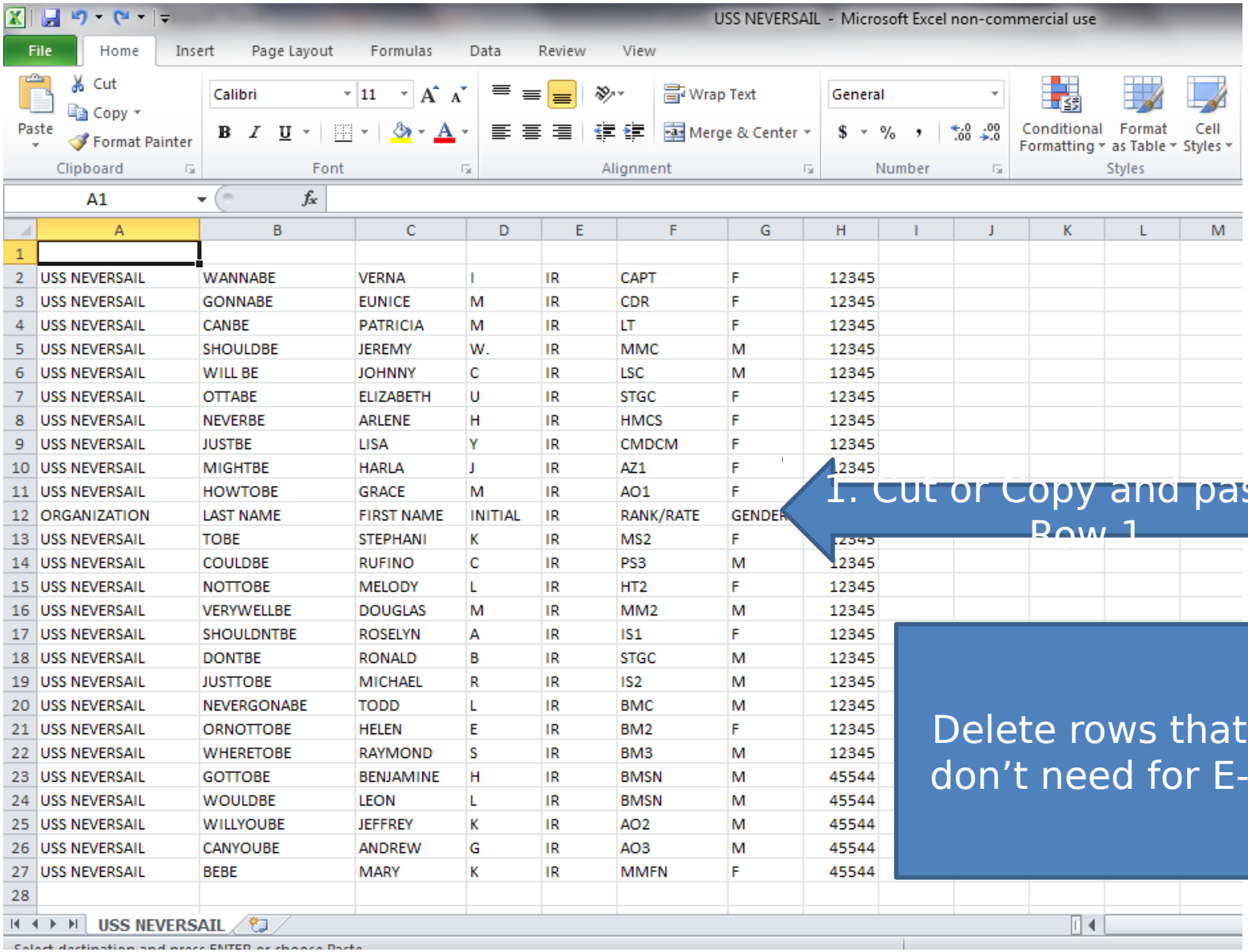
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	USS NEVERSAIL	BEBE	MARY	K	IR	MMFN	F	45544					
2	USS NEVERSAIL	CANBE	PATRICIA	M	IR	LT	F	12345					
3	USS NEVERSAIL	CANYOUBE	ANDREW	G	IR	AO3	M	45544					
4	USS NEVERSAIL	COULDBE	RUFINO	C	IR	PS3							
5	USS NEVERSAIL	DONTBE	RONALD	B	IR	STGC							
6	USS NEVERSAIL	GONNABE	EUNICE	M	IR	CDR							
7	USS NEVERSAIL	GOTTOBE	BENJAMINE	H	IR	BMSN							
8	USS NEVERSAIL	HOWTOBE	GRACE	M	IR	AO1							
9	USS NEVERSAIL	JUSTBE	LISA	Y	IR	CMDCM							
10	USS NEVERSAIL	JUSTTOBE	MICHAEL	R	IR	IS2							
11	ORGANIZATION	LAST NAME	FIRST NAME	INITIAL	IR	RANK/RATE							
12	USS NEVERSAIL	MIGHTBE	HARLA	J	IR	AZ1							
13	USS NEVERSAIL	NEVERBE	ARLENE	H	IR	HMCS							
14	USS NEVERSAIL	NEVERGONABE	TODD	L	IR	BMC							
15	USS NEVERSAIL	NOTTOBE	MELODY	L	IR	HT2							
16	USS NEVERSAIL	ORNOTTOBE	HELEN	E	IR	BM2							
17	USS NEVERSAIL	OTTABE	ELIZABETH	U	IR	STGC							
18	USS NEVERSAIL	SHOULDBE	JEREMY	W.	IR	MMC							
19	USS NEVERSAIL	SHOULDNTBE	ROSELYN	A	IR	IS1							
20	USS NEVERSAIL	TOBE	STEPHANI	K	IR	MS2							
21	USS NEVERSAIL	VERYWELLBE	DOUGLAS	M	IR	MM2	M	12345					
22	USS NEVERSAIL	WANNABE	VERNA	I	IR	CAPT	F	12345					
23	USS NEVERSAIL	WHERETOBE	RAYMOND	S	IR	BM3	M	12345					
24	USS NEVERSAIL	WILL BE	JOHNNY	C	IR	LSC	M	12345					
25	USS NEVERSAIL	WILLYOUBE	JEFFREY	K	IR	AO2	M	45544					
26	USS NEVERSAIL	WOULDBE	LEON	L	IR	BMSN	M	45544					
27													
28													

Now your UPC Notification Sheet has been Alphabetized From A-Z using Column “B”. All we need to Do is insert a Header row and cut and paste the “Organization” row to the Header row. Delete what you do not want on the E-Mail Notification List.

Final Touches


USS NEVERSAIL - Microsoft Excel non-commercial use
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Cut
Copy
Format Painter
Paste
Calibri
11
Wrap Text
Merge & Center
General
Conditional Formatting
Alignment
Number
Styles
Cut
Copy
Paste Options:
Paste Special...
Insert
Delete
Clear Contents
Format Cells...
Row Height...
Hide
Unhide
Click on Row 1, Right Click mouse, and scroll down to insert
USS NEVERSAIL
WANNABE VERNA I IR CAPT F 12345
GONNABE EUNICE M IR CDR F 12345
CANBE PATRICIA M IR LT F 12345
SHOULDBE JEREMY W. IR MMC M 12345
WILL BE JOHNNY C IR LSC M 12345
ELIZABETH U IR STGC F 12345
FIRST NAME INITIAL RANK/RATE GENDER UIC
TOBE STEPHANI K IR MS2 F 12345
COULDBE RUFINO C IR PS3 M 12345
NOTTOBE MELODY L IR HT2 F 12345
VERYWELLBE DOUGLAS M IR MM2 M 12345
SHOULDNTBE ROSELYN A IR IS1 F 12345
USS NEVERSAIL DONTBE RONALD B IR STGC M 12345
USS NEVERSAIL JUSTTOBE MICHAEL R IR IS2 M 12345
USS NEVERSAIL NEVERGONABE TODD L IR BMC M 12345
USS NEVERSAIL ORNOTTOBE HELEN E IR BM2 F 12345
USS NEVERSAIL WHERETOBE RAYMOND S IR BM3 M 12345
USS NEVERSAIL GOTTOBE BENJAMINE H IR BMSN M 45544
USS NEVERSAIL WOULDBE LEON L IR BMSN M 45544
USS NEVERSAIL WILLYOUBE JEFFREY K IR AO2 M 45544
USS NEVERSAIL CANYOUBE ANDREW G IR AO3 M 45544
USS NEVERSAIL BEBE MARY K IR MMFN F 45544
USS NEVERSAIL

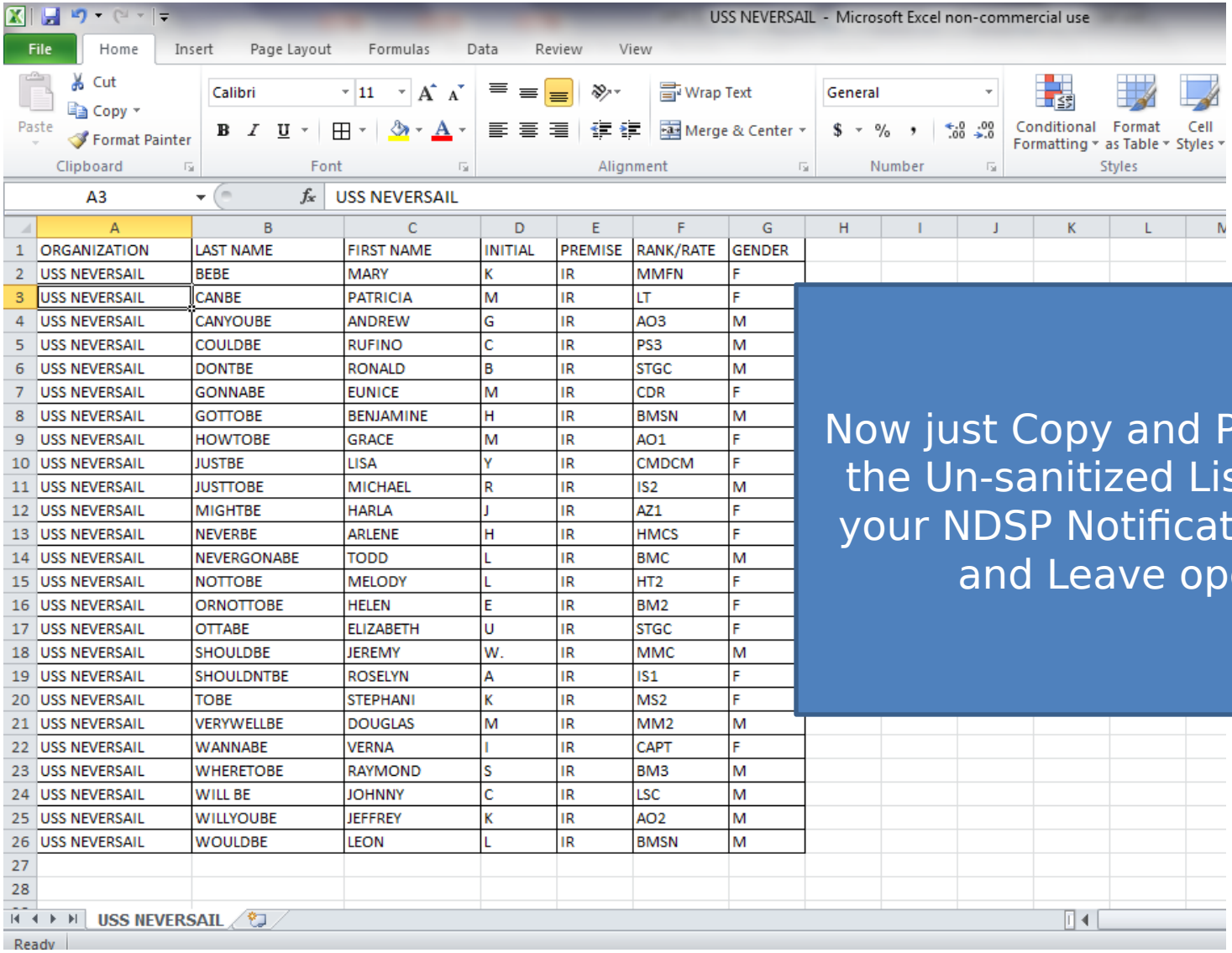
Now you can Customize your E-mail Copy!



	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2	USS NEVERSAIL	WANNABE	VERNA	I	IR	CAPT	F	12345					
3	USS NEVERSAIL	GONNABE	EUNICE	M	IR	CDR	F	12345					
4	USS NEVERSAIL	CANBE	PATRICIA	M	IR	LT	F	12345					
5	USS NEVERSAIL	SHOULDBE	JEREMY	W.	IR	MMC	M	12345					
6	USS NEVERSAIL	WILL BE	JOHNNY	C	IR	LSC	M	12345					
7	USS NEVERSAIL	OTTABE	ELIZABETH	U	IR	STGC	F	12345					
8	USS NEVERSAIL	NEVERBE	ARLENE	H	IR	HMCS	F	12345					
9	USS NEVERSAIL	JUSTBE	LISA	Y	IR	CMDCM	F	12345					
10	USS NEVERSAIL	MIGHTBE	HARLA	J	IR	AZ1	F	12345					
11	USS NEVERSAIL	HOWTOBE	GRACE	M	IR	AO1	F						
12	ORGANIZATION	LAST NAME	FIRST NAME	INITIAL	IR	RANK/RATE	GENDER						
13	USS NEVERSAIL	TOBE	STEPHANI	K	IR	MS2	F						
14	USS NEVERSAIL	COULDBE	RUFINO	C	IR	PS3	M	12345					
15	USS NEVERSAIL	NOTTOBE	MELODY	L	IR	HT2	F	12345					
16	USS NEVERSAIL	VERYWELLBE	DOUGLAS	M	IR	MM2	M	12345					
17	USS NEVERSAIL	SHOULDNTBE	ROSELYN	A	IR	IS1	F	12345					
18	USS NEVERSAIL	DONTBE	RONALD	B	IR	STGC	M	12345					
19	USS NEVERSAIL	JUSTTOBE	MICHAEL	R	IR	IS2	M	12345					
20	USS NEVERSAIL	NEVERGONABE	TODD	L	IR	BMC	M	12345					
21	USS NEVERSAIL	ORNOTTOBE	HELEN	E	IR	BM2	F	12345					
22	USS NEVERSAIL	WHERETOBE	RAYMOND	S	IR	BM3	M	12345					
23	USS NEVERSAIL	GOTTOBE	BENJAMINE	H	IR	BMSN	M	45544					
24	USS NEVERSAIL	WOULDBE	LEON	L	IR	BMSN	M	45544					
25	USS NEVERSAIL	WILLYOUBE	JEFFREY	K	IR	AO2	M	45544					
26	USS NEVERSAIL	CANYOUBE	ANDREW	G	IR	AO3	M	45544					
27	USS NEVERSAIL	BEBE	MARY	K	IR	MMFN	F	45544					
28													

USS NEVERSAIL

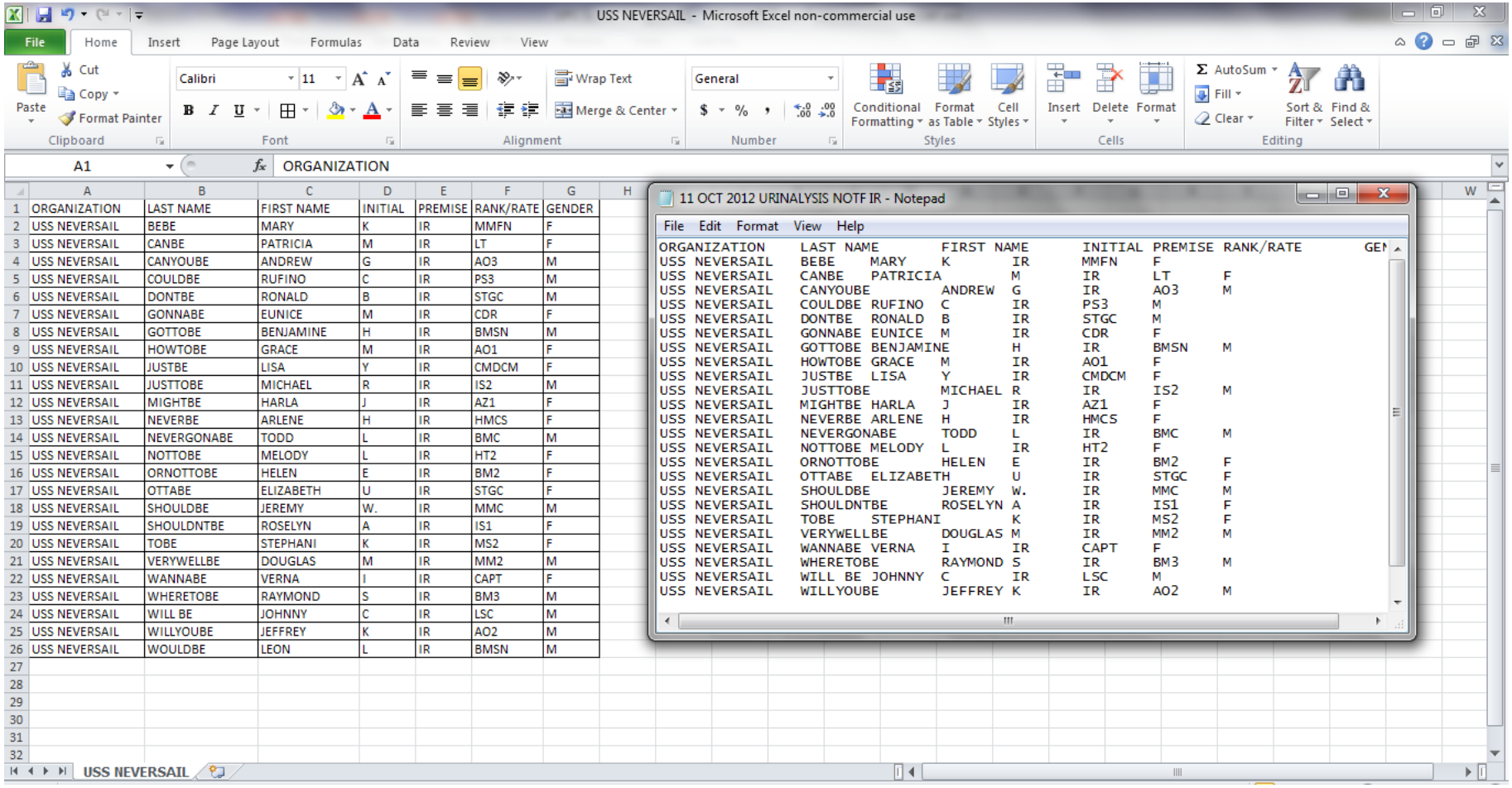
Time to Copy and Paste to NDSP Notification List



	A	B	C	D	E	F	G
1	ORGANIZATION	LAST NAME	FIRST NAME	INITIAL	PREMISE	RANK/RATE	GENDER
2	USS NEVERSAIL	BEBE	MARY	K	IR	MMFN	F
3	USS NEVERSAIL	CANBE	PATRICIA	M	IR	LT	F
4	USS NEVERSAIL	CANYOUBE	ANDREW	G	IR	AO3	M
5	USS NEVERSAIL	COULDBE	RUFINO	C	IR	PS3	M
6	USS NEVERSAIL	DONTBE	RONALD	B	IR	STGC	M
7	USS NEVERSAIL	GONNABE	EUNICE	M	IR	CDR	F
8	USS NEVERSAIL	GOTTOBE	BENJAMINE	H	IR	BMSN	M
9	USS NEVERSAIL	HOWTOBE	GRACE	M	IR	AO1	F
10	USS NEVERSAIL	JUSTBE	LISA	Y	IR	CMDCM	F
11	USS NEVERSAIL	JUSTTOBE	MICHAEL	R	IR	IS2	M
12	USS NEVERSAIL	MIGHTBE	HARLA	J	IR	AZ1	F
13	USS NEVERSAIL	NEVERBE	ARLENE	H	IR	HMCS	F
14	USS NEVERSAIL	NEVERGONABE	TODD	L	IR	BMC	M
15	USS NEVERSAIL	NOTTOBE	MELODY	L	IR	HT2	F
16	USS NEVERSAIL	ORNOTTOBE	HELEN	E	IR	BM2	F
17	USS NEVERSAIL	OTTABE	ELIZABETH	U	IR	STGC	F
18	USS NEVERSAIL	SHOULDBE	JEREMY	W.	IR	MMC	M
19	USS NEVERSAIL	SHOULDNTBE	ROSELYN	A	IR	IS1	F
20	USS NEVERSAIL	TOBE	STEPHANI	K	IR	MS2	F
21	USS NEVERSAIL	VERYWELLBE	DOUGLAS	M	IR	MM2	M
22	USS NEVERSAIL	WANNABE	VERNA	I	IR	CAPT	F
23	USS NEVERSAIL	WHERETOBE	RAYMOND	S	IR	BM3	M
24	USS NEVERSAIL	WILL BE	JOHNNY	C	IR	LSC	M
25	USS NEVERSAIL	WILLYOUBE	JEFFREY	K	IR	AO2	M
26	USS NEVERSAIL	WOULDBE	LEON	L	IR	BMSN	M
27							
28							

Now just Copy and Paste over the Un-sanitized List. Open your NDSP Notification Copy and Leave open.

Paste Excel File over NDSP Testing Subjects Notification Copy From the Organization Line through you're the Last Sailor on the Sheet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Format as Table
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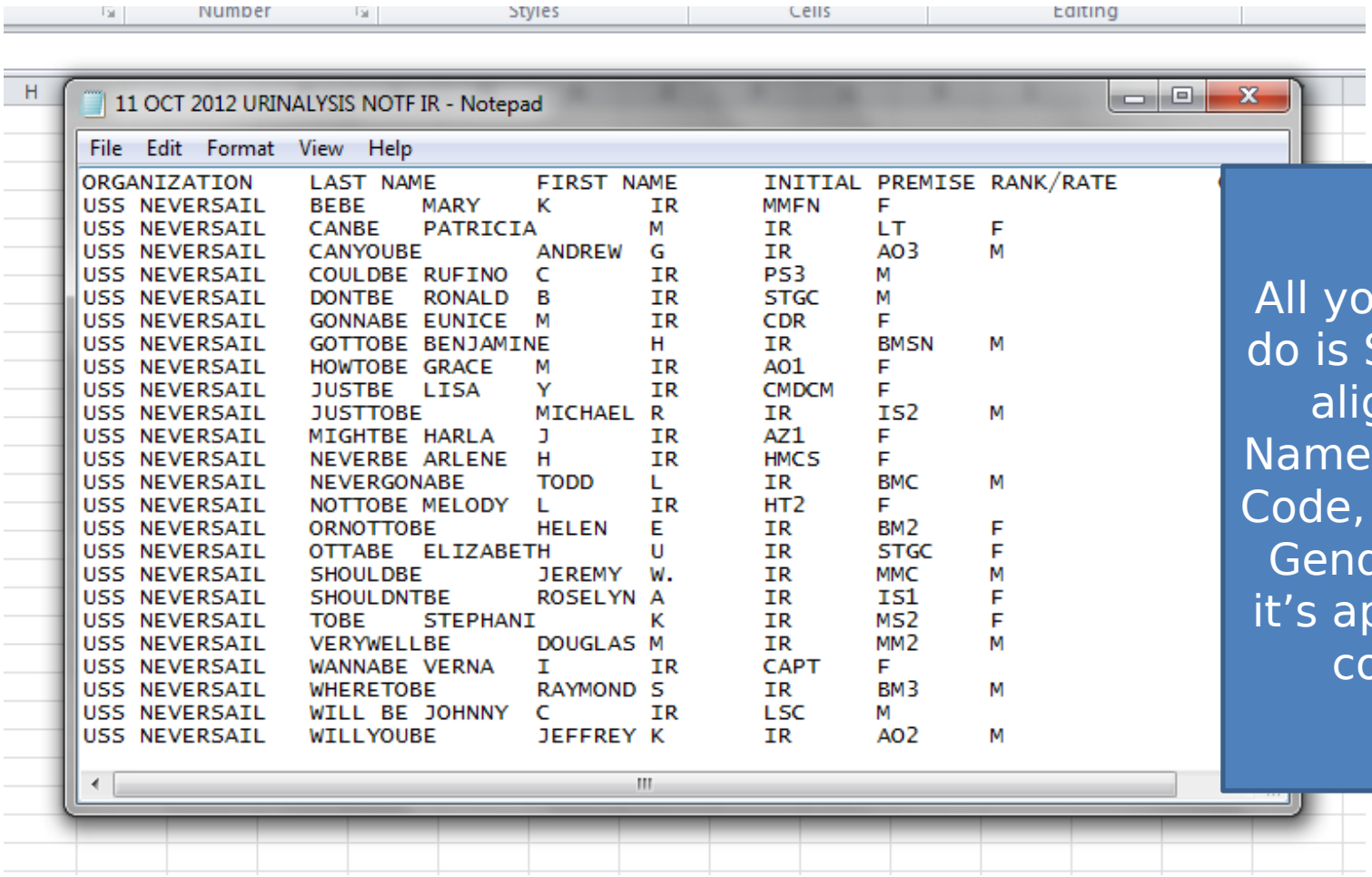
A1
ORGANIZATION
11 OCT 2012 URINALYSIS NOTF IR - Notepad
File Edit Format View Help
ORGANIZATION LAST NAME FIRST NAME INITIAL PREMISE RANK/RATE GEN
USS NEVERSAIL BEBE MARY K IR MMFN F
USS NEVERSAIL CANBE PATRICIA M IR LT F
USS NEVERSAIL CANYOUBE ANDREW G IR AO3 M
USS NEVERSAIL COULDBE RUFINO C IR PS3 M
USS NEVERSAIL DONTBE RONALD B IR STGC M
USS NEVERSAIL GONNABE EUNICE M IR CDR F
USS NEVERSAIL GOTTOBE BENJAMINE H IR BMSN M
USS NEVERSAIL HOWTOBE GRACE M IR AO1 F
USS NEVERSAIL JUSTBE LISA Y IR CMDCM F
USS NEVERSAIL JUSTTOBE MICHAEL R IR IS2 M
USS NEVERSAIL MIGHTBE HARLA J IR AZ1 F
USS NEVERSAIL NEVERBE ARLENE H IR HMCS F
USS NEVERSAIL NEVERGONABE TODD L IR BMC M
USS NEVERSAIL NOTTOBE MELODY L IR HT2 F
USS NEVERSAIL ORNOTTOBE HELEN E IR BM2 F
USS NEVERSAIL OTTABE ELIZABETH U IR STGC F
USS NEVERSAIL SHOULDBE JEREMY W. IR MMC M
USS NEVERSAIL SHOULDNTBE ROSELYN A IR IS1 F
USS NEVERSAIL TOBE STEPHANI K IR MS2 F
USS NEVERSAIL VERYWELLBE DOUGLAS M IR MM2 M
USS NEVERSAIL WANNABE VERNA I IR CAPT F
USS NEVERSAIL WHERETOBE RAYMOND S IR BM3 M
USS NEVERSAIL WILL BE JOHNNY C IR LSC M
USS NEVERSAIL WILLYOUBE JEFFREY K IR AO2 M
USS NEVERSAIL

	A	B	C	D	E	F	G
1	ORGANIZATION	LAST NAME	FIRST NAME	INITIAL	PREMISE	RANK/RATE	GENDER
2	USS NEVERSAIL	BEBE	MARY	K	IR	MMFN	F
3	USS NEVERSAIL	CANBE	PATRICIA	M	IR	LT	F
4	USS NEVERSAIL	CANYOUBE	ANDREW	G	IR	AO3	M
5	USS NEVERSAIL	COULDBE	RUFINO	C	IR	PS3	M
6	USS NEVERSAIL	DONTBE	RONALD	B	IR	STGC	M
7	USS NEVERSAIL	GONNABE	EUNICE	M	IR	CDR	F
8	USS NEVERSAIL	GOTTOBE	BENJAMINE	H	IR	BMSN	M
9	USS NEVERSAIL	HOWTOBE	GRACE	M	IR	AO1	F
10	USS NEVERSAIL	JUSTBE	LISA	Y	IR	CMDCM	F
11	USS NEVERSAIL	JUSTTOBE	MICHAEL	R	IR	IS2	M
12	USS NEVERSAIL	MIGHTBE	HARLA	J	IR	AZ1	F
13	USS NEVERSAIL	NEVERBE	ARLENE	H	IR	HMCS	F
14	USS NEVERSAIL	NEVERGONABE	TODD	L	IR	BMC	M
15	USS NEVERSAIL	NOTTOBE	MELODY	L	IR	HT2	F
16	USS NEVERSAIL	ORNOTTOBE	HELEN	E	IR	BM2	F
17	USS NEVERSAIL	OTTABE	ELIZABETH	U	IR	STGC	F
18	USS NEVERSAIL	SHOULDBE	JEREMY	W.	IR	MMC	M
19	USS NEVERSAIL	SHOULDNTBE	ROSELYN	A	IR	IS1	F
20	USS NEVERSAIL	TOBE	STEPHANI	K	IR	MS2	F
21	USS NEVERSAIL	VERYWELLBE	DOUGLAS	M	IR	MM2	M
22	USS NEVERSAIL	WANNABE	VERNA	I	IR	CAPT	F
23	USS NEVERSAIL	WHERETOBE	RAYMOND	S	IR	BM3	M
24	USS NEVERSAIL	WILL BE	JOHNNY	C	IR	LSC	M
25	USS NEVERSAIL	WILLYOUBE	JEFFREY	K	IR	AO2	M
26	USS NEVERSAIL	WOULDBE	LEON	L	IR	BMSN	M


11 OCT 2012 URINALYSIS NOTF IR - Notepad
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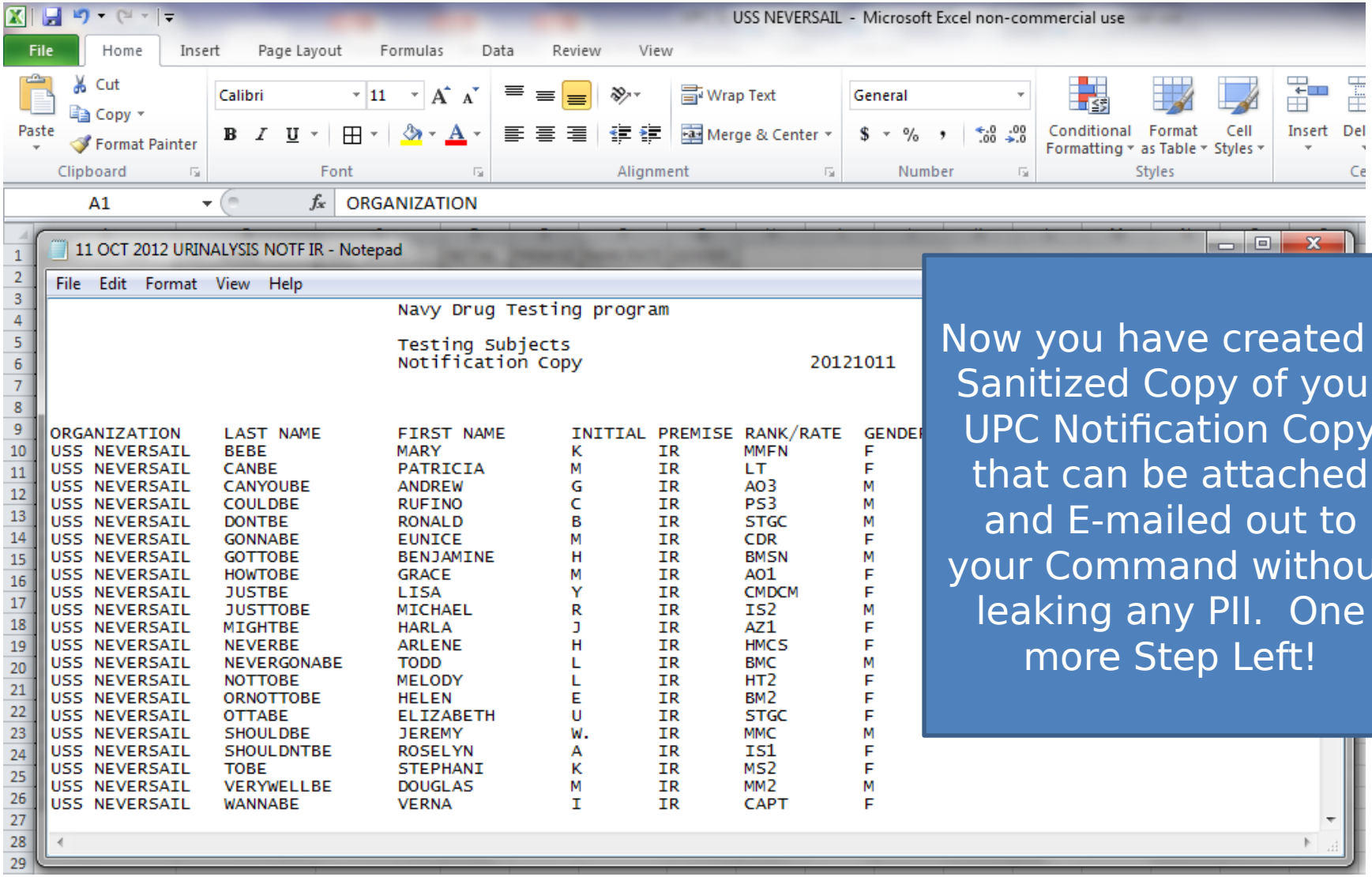
ORGANIZATION LAST NAME FIRST NAME INITIAL PREMISE RANK/RATE
USS NEVERSAIL BEBE MARY K IR MMFN F
USS NEVERSAIL CANBE PATRICIA M IR LT F
USS NEVERSAIL CANYOUBE ANDREW G IR AO3 M
USS NEVERSAIL COULDBE RUFINO C IR PS3 M
USS NEVERSAIL DONTBE RONALD B IR STGC M
USS NEVERSAIL GONNABE EUNICE M IR CDR F
USS NEVERSAIL GOTTOBE BENJAMINE H IR BMSN M
USS NEVERSAIL HOWTOBE GRACE M IR AO1 F
USS NEVERSAIL JUSTBE LISA Y IR CMDCM F
USS NEVERSAIL JUSTTOBE MICHAEL R IR IS2 M
USS NEVERSAIL MIGHTBE HARLA J IR AZ1 F
USS NEVERSAIL NEVERBE ARLENE H IR HMCS F
USS NEVERSAIL NEVERGONABE TODD L IR BMC M
USS NEVERSAIL NOTTOBE MELODY L IR HT2 F
USS NEVERSAIL ORNOTTOBE HELEN E IR BM2 F
USS NEVERSAIL OTTABE ELIZABETH U IR STGC F
USS NEVERSAIL SHOULDBE JEREMY W. IR MMC M
USS NEVERSAIL SHOULDNTBE ROSELYN A IR IS1 F
USS NEVERSAIL TOBE STEPHANI K IR MS2 F
USS NEVERSAIL VERYWELLBE DOUGLAS M IR MM2 M
USS NEVERSAIL WANNABE VERNA I IR CAPT F
USS NEVERSAIL WHERETOBE RAYMOND S IR BM3 M
USS NEVERSAIL WILL BE JOHNNY C IR LSC M
USS NEVERSAIL WILLYOUBE JEFFREY K IR AO2 M

All you need to do is Space and align your Names, Premise Code, Rank, and Gender under it's appropriate column.

Your Final Sanitized E-mail Notification Copy


USS NEVERSAIL - Microsoft Excel non-commercial use
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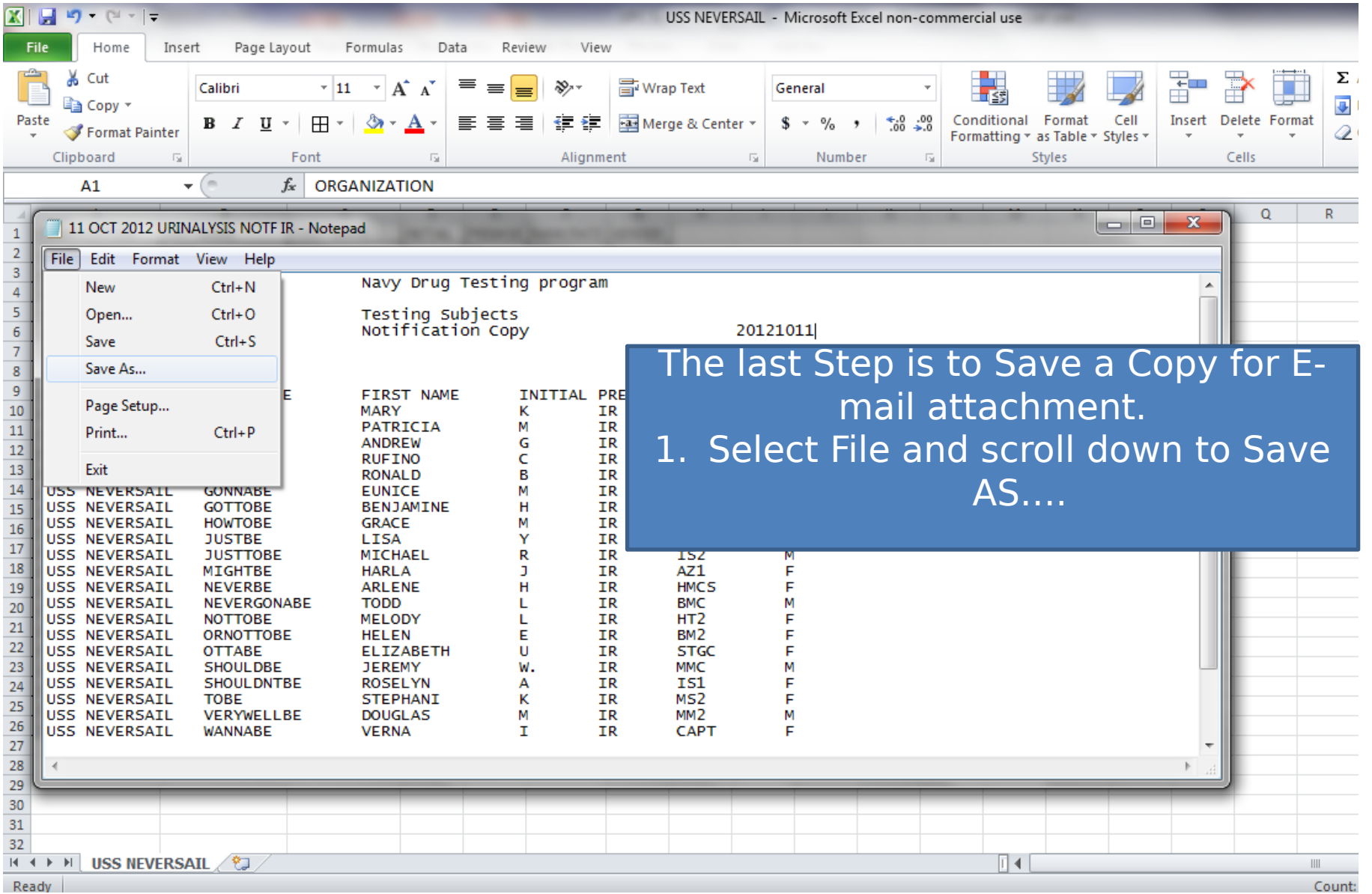
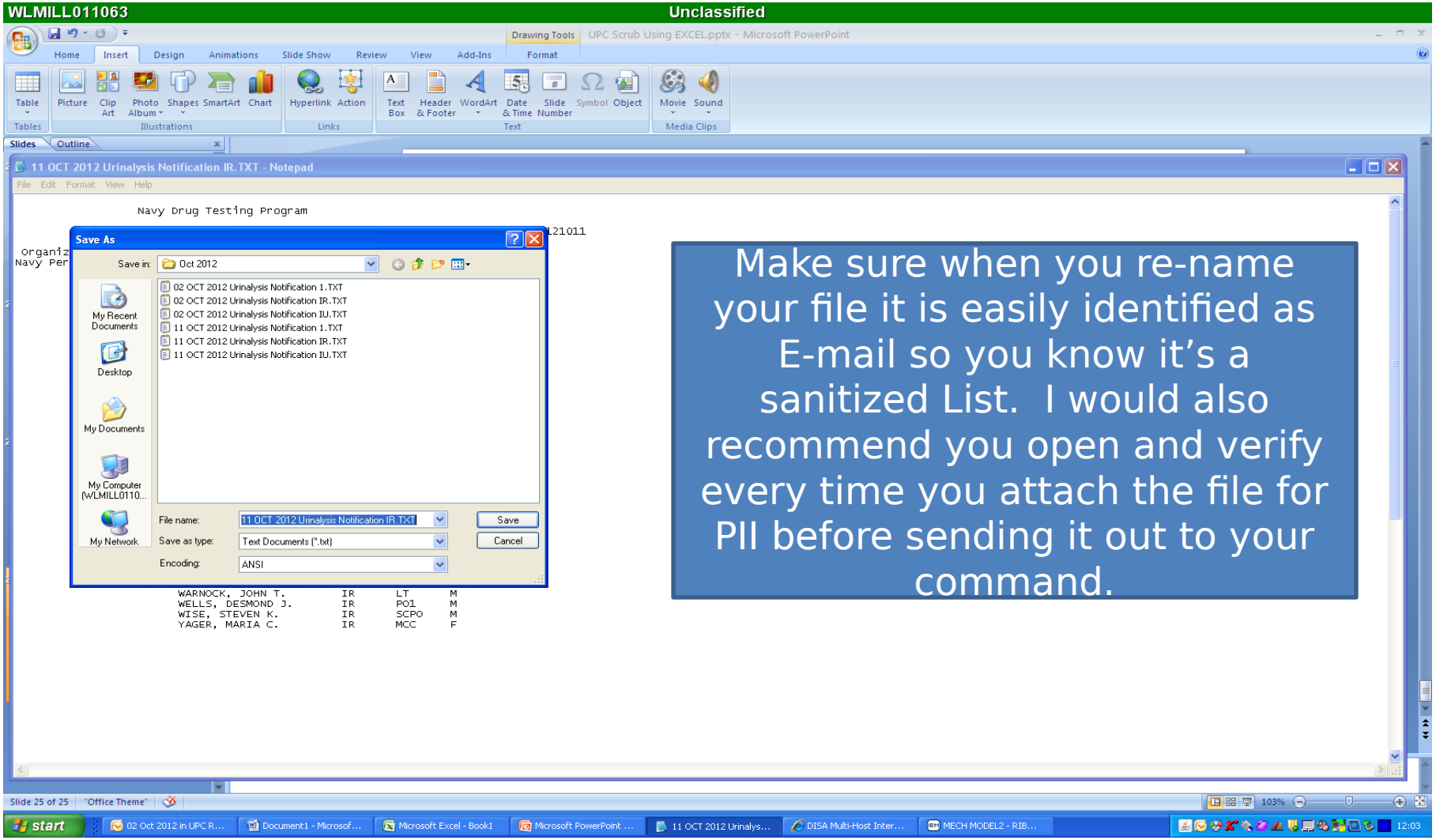
Copy
Format Painter
Paste
Calibri
11
Wrap Text
Merge & Center
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Clipboard
Font
Alignment
Number
Styles
A1
ORGANIZATION
11 OCT 2012 URINALYSIS NOTF IR - Notepad
File Edit Format View Help
Navy Drug Testing program
Testing Subjects
Notification Copy 20121011
ORGANIZATION LAST NAME FIRST NAME INITIAL PREMISE RANK/RATE GENDER
USS NEVERSAIL BEBE MARY K IR MMFN F
USS NEVERSAIL CANBE PATRICIA M IR LT F
USS NEVERSAIL CANYOUBE ANDREW G IR AO3 M
USS NEVERSAIL COULDBE RUFINO C IR PS3 M
USS NEVERSAIL DONTBE RONALD B IR STGC M
USS NEVERSAIL GONNABE EUNICE M IR CDR F
USS NEVERSAIL GOTTOBE BENJAMINE H IR BMSN M
USS NEVERSAIL HOWTOBE GRACE M IR AO1 F
USS NEVERSAIL JUSTBE LISA Y IR CMDCM F
USS NEVERSAIL JUSTTOBE MICHAEL R IR IS2 M
USS NEVERSAIL MIGHTBE HARLA J IR AZ1 F
USS NEVERSAIL NEVERBE ARLENE H IR HMCS F
USS NEVERSAIL NEVERGONABE TODD L IR BMC M
USS NEVERSAIL NOTTOBE MELODY L IR HT2 F
USS NEVERSAIL ORNOTTOBE HELEN E IR BM2 F
USS NEVERSAIL OTTABE ELIZABETH U IR STGC F
USS NEVERSAIL SHOULDBE JEREMY W. IR MMC M
USS NEVERSAIL SHOULDNTBE ROSELYN A IR IS1 F
USS NEVERSAIL TOBE STEPHANI K IR MS2 F
USS NEVERSAIL VERYWELLBE DOUGLAS M IR MM2 M
USS NEVERSAIL WANNABE VERNA I IR CAPT F

Now you have created a Sanitized Copy of your UPC Notification Copy that can be attached and E-mailed out to your Command without leaking any PII. One more Step Left!

Save a Copy for E-mail



Name your Copy for E-mail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Unclassified
11 OCT 2012 Urinalysis Notification IR.TXT - Notepad
Navy Drug Testing Program
Save As
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Save as type: Text Documents (*.txt)
Encoding: ANSI
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Cancel
WARNOCK, JOHN T. IR LT M
WELLS, DESMOND J. IR PO1 M
WISE, STEVEN K. IR SCPO M
YAGER, MARIA C. IR MCC F
Make sure when you re-name your file it is easily identified as E-mail so you know it's a sanitized List. I would also recommend you open and verify every time you attach the file for PII before sending it out to your command.

QUESTIONS?